

AmeriCorps*State Program

Request for Grant Application (RFGA)

AC-VSG-09-0273-00

Phase One

<u>DEADLINE</u>	Proposals shall be submitted on or before 3:00 pm (MST) on October 1, 2008 at the Governor's Office for Children, Youth, and Families, 1700 W. Washington, Suite 101, Phoenix, AZ 85007. <u>TELEFAXED, ELECTRONIC OR LATE APPLICATIONS WILL NOT BE ACCEPTED.</u> Please mail or deliver one (1) original and eight (8) copies.
<u>SPECIAL ACCOMMODATIONS</u>	Persons with a disability may request reasonable accommodation such as a language interpreter by contacting Sarah Bean, email: sbean@az.gov or via Fax (602) 542-3520. Requests should be made as early as possible to allow time to arrange the accommodation.
<u>PRE-APPLICATION CONFERENCE</u>	Prospective applicants are encouraged to attend a conference on September 10, 2008, at 10:30 am – 12:30 pm (MST) at the State Capitol, Executive Tower, 2 nd Floor Conference Room, 1700 W. Washington, Phoenix. The purpose of the meeting is to discuss and clarify this Request for Grant Application.
<u>PROCUREMENT GUIDELINES</u>	<p>In accordance with A.R.S. §41-2701, competitive sealed grant applications for the services specified within this document will be received by the Governor's Office for Children, Youth and Families at the above specified location until the time and date cited. Grant applications received by the correct time and date will be opened and the name of each applicant will be publicly read.</p> <p>Grant applications must be in the actual possession of the Governor's Office for Children, Youth and Families on or prior to the exact time and date indicated above. TELEFAXED, ELECTRONIC OR LATE GRANT APPLICATIONS WILL NOT BE CONSIDERED.</p> <p><u>Grant applications must be submitted in a sealed envelope with the Grant Application Number and the applicant's name and address clearly indicated on the envelope.</u></p> <p>All applications must be completed in ink or typewritten and a complete Grant Application returned along with the offer by the time and date cited above. Additional instructions for preparing a grant application are included within this document.</p> <p>Applicants are strongly encouraged to carefully read the entire Request for Grant Application document.</p>

<u>CONTRACT INFORMATION</u>	<p>GRANT TITLE: AmeriCorps*State Program.</p> <p>CONTRACT TYPE: Cost Reimbursement Sub-Grant</p> <p>CONTRACT TERM: One (1) initial year period with two (2) one-year options to extend, unless terminated, canceled or extended as otherwise provided herein. Funds will tentatively be available October 2009.</p>
<u>CONTACT INFORMATION</u>	<p>Sarah Bean Governor's Office for Children, Youth and Families Procurement Manager Fax: (602) 542-3520 Email: sbean@az.gov</p>
<u>CATALOG OF FEDERAL DOMESTIC ASSISTANCE (CFDA) NUMBER</u>	<p>The AmeriCorps*State CFDA number is 94.006. This number will be required for audits conducted in accordance with federal regulations.</p>
<u>SPECIAL NOTE</u>	<p>All information submitted by the applicant is subject to disclosure and inspection by the public. If an applicant deems all, or part of their application to be proprietary, a written justification must be submitted to support non-disclosure.</p>
<u>AMENDMENTS</u>	<p>It is the sole responsibility of applicants to check the Governor's website for any changes to this RFGA, http://gocyf.az.gov/Grants/index.asp</p>



JANET NAPOLITANO
GOVERNOR

STATE OF ARIZONA

IRENE S. JACOBS
EXECUTIVE DIRECTOR

GOVERNOR'S OFFICE FOR CHILDREN, YOUTH AND
FAMILIES

OFFER AND ACCEPTANCE FORM (SPO FORM 203)

TO THE GOVERNOR'S OFFICE FOR CHILDREN, YOUTH AND FAMILIES:

The Undersigned hereby agrees, if awarded a grant, to all terms, conditions, requirements and amendments in this solicitation document and any written exceptions, as accepted by the Governor's Office for Children, Youth and Families, in the application.

Arizona Transaction (Sales) Privilege Tax License No.:

Name of Point of Contact Concerning this Application:

Name: _____

Federal Employer Identification No.:

Phone: _____ Fax: _____

E-Mail: _____

Name of Applicant

Signature of Person Authorized to Sign Offer

Address

Printed Name

City

State

Zip

Title

CERTIFICATION

By signature in the Offer section above, the Applicant certifies:

1. The submission of the application did not involve collusion or other anti-competitive practices.
2. The applicant shall not discriminate against any employee or applicant for employment in violation of Federal Executive Order 11246, State Executive Order 99-4 or A.R.S. §§ 41-1461 through 1465.
3. The applicant has not given, offered to give, nor intends to give at any time hereafter any economic opportunity, future employment, gift, loan, gratuity, special discount, trip, favor, or service to a public servant in connection with the submitted offer. Failure to provide a valid signature affirming the stipulations required by this clause shall result in rejection of the offer. Signing the offer with a false statement shall void the offer, any resulting contract and may be subject to legal remedies provided by law.

ACCEPTANCE OF APPLICATION

The Application is hereby accepted.

The Applicant is now bound to perform as stated in the attached grant application and based upon the RFGA solicitation document, including all terms, conditions, requirements, amendments, etc., and the Applicant's grant application as accepted by the State.

This grant shall henceforth be referred to as Grant No. _____.

State of Arizona

Awarded this

_____ day of _____

20____

Sarah Bean, Procurement Manager

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What is the Governor's Office for Children, Youth & Families?

The Governor's Office for Children, Youth & Families (GOCYF) provides resources, promotes citizen engagement and leads innovative projects to strengthen and empower families and communities. To achieve the Governor's vision for healthy communities, the office is organized into several divisions: Division of Finance and Administration, Division for Children, Division for Community and Youth Development, Division for Substance Abuse Policy, Division for Women, and the Division for School Readiness. Experienced and knowledgeable professionals with expertise in their particular areas staff each division and act as resources to communities. To achieve GOCYF's mission, the divisions oversee grant programs, boards, commissions, councils, task forces, policy initiatives and annual events.

The GOCYF acts as a catalyst for overall systems changes. Commissions advise and monitor policy initiatives and grant programs. The GOCYF convenes numerous commissions, councils and task forces which include: the Governor's Children's Cabinet, the Governor's Foundation Roundtable, the Arizona Parents Commission on Drug Education and Prevention, the Arizona Juvenile Justice Commission, the Governor's Commission to Prevent Violence Against Women, the Governor's Commission on the Health Status of Arizona's Women and Families (with the Arizona Department of Health Services), the Children's Justice Task Force, the Governor's Commission on Service and Volunteerism, the Statewide Youth Development Task Force, the Governor's Youth Commission, the Interagency Council on Homelessness, the Re-entry Task Force, and the Earned Income Tax Credit Task Force. To achieve its goal of community participation and inclusiveness, the commissions and councils are composed of diverse people representing a variety of geographic areas, ethnicities, interests, and professions.

GOCYF Values

- ❖ We are public servants with a passion to create a brighter future for all Arizonans.
- ❖ We value strong families as the cornerstone of a healthy society with a robust economy and a bright future.
- ❖ We acknowledge and celebrate all kinds of families, and recognize that there is often a child at the center of each family who needs support to grow up healthy, safe and well educated.
- ❖ We recognize and value our diverse backgrounds and perspectives as we serve in a culturally competent manner.
- ❖ We work in a family/employee friendly environment, in which we draw on our creativity, flexibility and good humor to accomplish excellent work that gets results for Arizona's children, youth and families.
- ❖ We approach our work as servant leaders and focus on producing tangible outcomes to meet the expressed needs of Arizonans.
- ❖ We pursue our work with pride, integrity and mutual respect for each other and for the people of Arizona.

GOCYF Vision

The state of Arizona is the ideal place to grow up, raise a family, and grow old.

GOCYF Mission

We create a brighter future for Arizona by providing resources, promoting citizen engagement, and leading innovative projects to strengthen and empower families and communities.

GOCYF Goals

- ❑ Safety ~ Arizonans are safe in their homes and communities
- ❑ Civic Engagement ~ Arizonans participate in improving the quality of life within their communities
- ❑ Economic Stability ~ Arizonans are economically stable and self sufficient and have access to support and resources
- ❑ Health ~ Arizonans are healthy and stable– physically, mentally, behaviorally, developmentally, orally, environmentally, and spiritually
- ❑ Life Long Learning ~ Arizonans experience quality education throughout their lifetimes
- ❑ Responsive Government ~ State government is responsive to individuals, families, communities and local governments in Arizona

What is the AmeriCorps*State Program?

The Corporation for National and Community Service (CNCS), provides opportunities for Americans of all ages and backgrounds to serve their communities and country through national service programs. **AmeriCorps** is a national service network that provides opportunities for participants, called “members,” to serve communities and build the capacity of organizations to meet local needs. For more information on AmeriCorps, see Attachments B, C and F of this RFGA.

- AmeriCorps*State programs are funded by CNCS.
- AmeriCorps grants support programs that are expected to be self-sustaining over time.
- AmeriCorps programs and the CNCS provide members with a living allowance, benefits, and an education award.

Other CNCS programs include AmeriCorps*National Direct, AmeriCorps*Tribal, AmeriCorps*VISTA, AmeriCorps*NCCC, Senior Corps, and Learn and Serve America. To find out more about the programs above, including AmeriCorps, go to <http://nationalservice.org>.

For 2009-2010, CNCS has identified several specific target areas for programs:

The AmeriCorps*State grant will provide organizations the opportunity to design high-quality national service programs that develop an ethic of civic responsibility in those who participate in strengthening communities, helping meet critical community needs and organizing projects that must address at least one of the CNCS’ strategic initiatives, including:

- Mobilizing More Volunteers
- Ensuring A Brighter Future For All Of America’s Youth
- Engaging Students in Communities
- Harnessing the Experience of Baby Boomers
- Helping communities recover from and prepare for disasters.

In 2009-2010, the CNCS will also give special consideration to programs designed to engage veterans as service recipients or providers.

To learn more about the CNCS' strategic initiatives please visit:

http://www.nationalservice.org/about/focus_areas/index.asp.

In addition, within the scope of the CNCS strategic initiatives, AmeriCorps*State grants will provide organizations the opportunity to design quality programs to better address priority areas identified by Governor Napolitano in her 2008 State of the State address, including:

- Education
- Economic Prosperity
- Security and Public Safety
- Transportation and Growth
- Healthcare

For more information on the Governor's 2008 State of the State address please visit:

<http://azgovernor.gov/documents/2008%20SOS%20Address.pdf>.

Priority will be given to grant applicants that develop a program concept that addresses Governor Napolitano's priority areas of youth development and/or children of incarcerated parents. Grant applicants are highly encouraged to develop their program concept around the ***Five Keys to Youth Success: Unlocking the Door to Arizona's Future***, released by Governor Napolitano in September 2007. The *Five Keys to Youth Success* include:

- Caring Adults
- Youth Engagement
- Activities Outside of School
- High School Completion
- Work Readiness

To learn more about this comprehensive youth development framework please refer to Attachment A and/or visit:

<http://gocyf.az.gov/CYD/Documents/FiveKeysWebsiteVersionLinks.pdf>.

What is the Funding Source for this Grant?

The Corporation for National and Community Service provides funding for AmeriCorps*State Programs. Their web site is <http://www.nationalservice.org>. The Catalog of Federal Domestic Assistance (CFDA) Number for the AmeriCorps Grant is 94.006.

Who is Eligible to Apply for this Funding Opportunity?

The following entities are eligible to apply (listed in random order):

- School districts
- Institutions of higher education (universities and colleges)
- Non-profit organizations (both secular and faith-based)
- Local, county, tribal, state government entities
- Any partnership of the above listed entities (a fiscal agent must be designated)

For the purposes of this application, the GOCYF considers a non-profit faith-based organization to include:

- A religious congregation (church, mosque, synagogue, temple, etc.)
- A spiritual assembly
- An organization, program, or project sponsored/hosted by a religious congregation/spiritual assembly (may be incorporated or not incorporated)
- A non-profit organization founded by religious congregation/spiritual assembly or religiously-motivated incorporators and board members that clearly states in its name, incorporation, or mission statement that it is a religiously-motivated institution
- A collaboration of organizations that clearly and explicitly includes organizations from the previously described categories

See Frequently Asked Questions About AmeriCorps and Faith-Based Organizations (Attachment D) for more information.

All applicants must have the ability to leverage the required match.

Program requirements, including requirements on match, are located in the AmeriCorps regulations, modified by 2008 appropriations language, and summarized below.

For the initial three year grant cycle, the match requirement, as referenced in the chart below, is 24 percent. Starting with the second three year grant cycle, the match requirement will increase every grant year up to a maximum of 50 percent match by year ten. Please reference 45 CFR 2521.60 for additional guidelines. Current grantees remain where they are in terms of match requirements. For example, a grantee entering the sixth year of funding will be required to match at 34% as specified in the chart.

AmeriCorps Funding Year	1, 2, 3	4	5	6	7	8	9	10+
Grantee Share Requirements	24%	26%	30%	34%	38%	42%	46%	50%

All applicants must demonstrate that they have the organizational and fiscal capacity to manage federal funding.

Due to federal reporting requirements for all CNCS sponsored programs, applicants must have internet and email capabilities at their organization's site.

What is the Total Amount of Available Funds?

The total amount of available funding for all contracts is approximately \$1.6 million per year for three years (renewable for two years). Grantees will be eligible for continuation funding in the second and third year contingent upon the availability of appropriations, compliance, and satisfactory performance.

The initial contract period for any resultant grant will be October 1, 2009 through September 30, 2010.

What Will This Request For Grant Application Fund?

This RFGA will fund approximately ten AmeriCorps programs in rural, urban and tribal communities of Arizona that address specific problems of local communities and should be designed to address one of Governor Napolitano's priority areas and address at least one of the CNCS Strategic Initiatives.

Rural/Tribal - **Rural** is defined as an area with a population of 75,000 or fewer. **Tribal** is defined as an area with a population of 220,000 or fewer and applicants must be federally recognized by the Department of Interior, Bureau of Indian Affairs. Rural and Tribal areas are required to apply for a **minimum of five (5) Member Service Year (MSY) and a maximum of ten (10) Member Service Year (MSY)** that could translate to any combination of full-time, part-time, expanded part-time, quarter-time, and/or minimum time members that totals a minimum of five MSY.

Urban/County - **Urban** is defined as an area with a population of more than 75,000. County is considered a program that serves a consortium of municipalities and/or operates a county-wide program. Urban and County areas are required to apply for a **minimum of five (5) Member Service Year MSY and a maximum of thirty (30) Member Service Year (MSY)**, which could translate to any combination of full-time, part-time expanded part-time, quarter-time, and/or minimum time members that totals a minimum of five MSY.

The purpose of AmeriCorps*State Program is to engage AmeriCorps members in direct service and capacity-building to address unmet community needs. Local programs design service activities for a team of members serving full- or part-time for one year or during the summer. Sample activities include tutoring and mentoring youth, assisting crime victims, building homes, and restoring parks. AmeriCorps members also mobilize community volunteers and strengthen the capacity of the organizations where they serve.

The organizations that receive grants are responsible for recruiting, selecting, and supervising AmeriCorps members to serve in their programs.

What is Phase One?

Phase One will be utilized to determine those programs, offered by each applicant, which best meet the requirements of the Governor's Division for Community and Youth Development/ AmeriCorps*State Program, based on the published evaluation criteria, located on page 12 of this document. Phase One is a competitive process. Phase One finalists will be notified and will be asked to submit a more detailed Phase Two application.

How Do I Apply for Phase One?

Applicants will be required to submit a Concept Paper for Phase One. To prepare your Concept Paper, follow the instructions as stated in the Concept Paper Title Page Instructions (EXHIBIT B) and the Phase One Concept Paper Guidelines & Outline (EXHIBIT D).

Budgetary information will not be required during Phase One.

Applicants will be required to submit the documents and exhibits/attachments being requested as outlined in this RFGA. To prepare your application, read this document and its exhibits/attachments, follow the Grant Application Format and Guidelines section of this document. **Refer to the Checklist on page 27 to verify inclusion of all required documentation and the proper format.**

The Governor's Office for Children, Youth and Families shall be responsible for the overall management of the AmeriCorps*State Program. The Governor's Office for Children, Youth and Families is responsible for all activities related to submission, review of applications, awarding of contracts, and all subsequent program monitoring.

Applicant Contacts

The Governor's Office for Children, Youth and Families will address questions regarding this Request for Grant Application, including technical specifications, application process, etc. For questions, please contact Sarah Bean via email: sbean@az.gov or via fax: (602) 542-3520. Applicants may not contact the employees of the Governor's Office for Children, Youth and Families regarding this formal procurement solicitation while the application and evaluation are in process.

Please follow these instructions in preparing your grant application:

1. Read and familiarize yourself with all sections of this Request for Grant Application (RFGA) document.
2. Attend, if necessary, the Phase One Pre-Application Conference on September 10, 2008 starting from 10:30 am – 12:00 pm (MST), at the State Capitol, Executive Tower, 2nd Floor Conference Room, 1700 W. Washington, Phoenix. The Pre-Application Conference will clarify the contents of the RFGA in order to prevent any misunderstanding of the Governor's Office for Children, Youth and Families position. Any doubt as to the requirements of the RFGA or any apparent omission or discrepancy should be presented to the Governor's Office for Children, Youth and Families at the Conference. The Governor's Office for Children, Youth and Families will then determine the appropriate action

necessary, if any, and issue a written amendment to the RFGA. Oral statements or instructions shall not constitute an amendment to the RFGA. Written amendments are posted to the Governor's website, <http://gocyf.az.gov/Grants/index.asp>. It is the sole responsibility of the prospective applicant to view the website for updated information. Applicants may not contact any employee of the Governor's Office for Children, Youth and Families concerning this solicitation while the application and evaluations are in process. **Attendance at the Pre-Application Conference is encouraged, but not mandatory.** Questions concerning this solicitation should be directed to Sarah Bean by emailing sbean@az.gov or in writing by faxing your question to (602) 542-3520.

3. **Submit one (1) original and eight (8) copies of your application.** The original copy of your application should be clearly marked "**ORIGINAL**". The Governor's Office for Children, Youth and Families will not provide any reimbursement for the cost of developing or presenting applications in response to this RFGA. Failure to include the requested information may have a negative effect on the evaluation of the applicant's application.
4. Phase One Grant Applications must be received by the Governor's Office for Children, Youth and Families, 1700 W. Washington, Suite 101, Phoenix, Arizona, 85007 **no later than 3:00 PM (MST), October 1, 2008. TELEFAXED, ELECTRONIC OR LATE APPLICATIONS SHALL NOT BE ACCEPTED.**
5. Additional materials such as promotional brochures or examples of other programs should be submitted only if they directly relate to the information requested in the application.
6. Applications shall be opened publicly at the time and place designated on the cover page of this document. The name of each applicant shall be read publicly and recorded.
7. Applications shall be irrevocable for 150 days after the RFGA due date and time.
8. In the event that the applications received exceed the budget limitations, the Governor's Office for Children, Youth and Families reserves the option to request a reduction in the scope of the applicant's proposed program. If such an option is exercised by the Governor's Office for Children, Youth and Families, funds shall be awarded according to priority scores. Revised budget documents will be required. The Governor's Office for Children, Youth and Families reserves the right to award contracts for less than the proposed price.
9. Keep a copy of this solicitation and your grant application. If awarded, the Subgrantee shall be bound to the services listed by the grant application and based upon the solicitation, including all terms, conditions, specifications, amendments, etc.

How Will Applications for Phase One be Evaluated?

The following criteria, in descending order of priority, shall be used to evaluate the Phase One Concept Paper applications and will be used to select those programs which will continue forward into Phase Two.

Evaluation Criteria for Phase One

Basic Selection Criteria: Categories, Sub-Categories, and Respective Weights

Category	Percentage	Sub-Categories
Program Design	75%	Rationale and Approach
		Member Outputs and Outcomes
		Community Outputs and Outcomes
Organizational Capability	20%	No sub-categories
Cost-Effectiveness and Budget Adequacy (<i>primarily Phase Two</i>)	5%	Cost-Effectiveness
		Budget Adequacy – (Phase Two)

Phase One applications will be reviewed by a Review Team, the Governor's Commission on Service and Volunteerism, and the Corporation for National and Community Service. Those applicants selected for Phase Two will be notified in writing.

Those applicants not selected for funding will be notified in writing; however, pursuant to A.R.S. 41-2702 (E), all applications shall not be open for public inspection until after grants are awarded. A.R.S. 41-2702 (G) also states the evaluator assessments shall be made available for public inspection no later than thirty (30) days after a formal award is made.

What is Phase Two?

Applications in Phase One that are determined, based on the published evaluation criteria, to **best meet the requirements** of the AmeriCorps*State program and would be in the best interest of the State are selected to advance to Phase Two. Phase Two applicants may be given an opportunity for oral or written presentations and to revise their applications to reflect suggested changes as a result of the information provided in an oral or written presentation. The State reserves the right to enter into negotiations with any and all Phase Two applicants.

How do I Apply for Phase Two?

Applicants selected for Phase Two will be required to attend a technical assistance meeting **tentatively scheduled for October 24, 2008**. The actual date will be provided in the notification letters. The purpose of this meeting is to review a packet which will be forwarded

the week of October 20, 2008 and will contain the information required for Phase Two (i.e., Executive Summary; Program Summary; and Application Page), including a Budget Form.

For information regarding program design and general requirements refer to What You Should Know About Designing an AmeriCorps Program (ATTACHMENT F), and Performance Measures (ATTACHMENT G) and Prohibited Activities (ATTACHMENT H).

Applications for Phase Two are due to the Governor's Office for Children, Youth and Families tentatively by November 21, 2008. However, the actual date will be confirmed at the meeting addressed in the previous paragraph.

How will the applications for Phase Two be Evaluated?

The following categories shall be used to evaluate the Phase Two applications and will be used to select those for an award of grant funds.

Category	Percentage	Sub-Categories and Weights
Program Design	50%	Rationale and Approach
		Member Outputs and Outcomes
		Community Outputs and Outcomes
Organizational Capability	25%	No sub-categories
Cost-Effectiveness and Budget Adequacy	25%	Cost-Effectiveness
		Budget Adequacy

Phase Two applications will be reviewed by a Review Team, the Governor's Commission on Service and Volunteerism, and the Corporation for National and Community Service. Applicants will be notified in writing by September 2009 if their application has been selected for funding.

Those applicants not selected for funding will be notified in writing; however, pursuant to A.R.S. §41-2702 (E), all applications shall not be open for public inspection until after grants are awarded. A.R.S. §41-2702 (G) also states the evaluator assessments shall be made available for public inspection no later than thirty (30) days after a formal award is made.

TECHNICAL REQUIREMENTS

Applications will be reviewed initially for compliance with technical requirements.

NONCOMPLIANCE WITH THESE REQUIREMENTS MAY RESULT IN THE APPLICATION BEING DEEMED NON-RESPONSIVE, AND THEREFORE, NOT SUSCEPTIBLE TO AWARD.

- ❑ Responses should be typed, double-spaced with one-inch margins or wider with a 12-point font used.
- ❑ Applications are NOT to be bound in spiral binders or in 3-ring notebooks. Please submit your applications either stapled in the upper left-hand corner or use a binder clip.
- ❑ Applications should be single sided, NOT duplexed.
- ❑ Number all pages and include a table of contents that follows the submitted exhibits.
- ❑ Enclose **one (1) original** copy marked “**ORIGINAL**” and **eight (8)** additional copies.
- ❑ A signed Offer and Acceptance (SPO Form 203) document must be submitted.
THIS DOCUMENT MUST HAVE AN ORIGINAL SIGNATURE.
- ❑ Any amendments, if applicable, must be submitted **WITH A SIGNATURE** as part of the application.
- ❑ All Exhibits must be completed as instructed.
- ❑ The organization name and the Request for Grant Application Number **AC-VSG-09-0273-00** must be **CLEARLY** marked on the outside of the sealed envelope/package.

PROGRAM SPECIFIC REQUIREMENTS

The following restrictions and requirements shall apply to all proposals:

1. The Governor’s Office for Children, Youth and Families shall be responsible for overall management of the AmeriCorps*State program. You will be provided a contact name and number for staff responsible for management of this program. A contract file shall be set up in the Governor’s Office for Children, Youth and Families. Program monitoring will be the responsibility of the Division for Community and Youth Development and fiscal monitoring will be the responsibility of the Division of Finance and Administration.
2. Keep a copy of this solicitation and your grant proposal. If awarded, the Subgrantee shall be bound to the services listed in the grant proposal and based upon the solicitation, including all terms, conditions, specifications, amendments, etc.
3. No construction costs are permitted.
4. The Subgrantee shall submit quarterly progress narrative program reports. The reports shall be due and shall contain such information as deemed necessary by the Division for Community and Youth Development. Failure to submit timely reports may result in suspension of reimbursement.

5. The Subgrantee shall notify the Governor's Office for Children, Youth and Families in writing, **thirty (30) calendar days in advance**, of any changes in the program that will directly affect service delivery under the terms of the contract. No changes shall be implemented without the prior written approval of a formal contract amendment issued by the Governor's Office for Children, Youth and Families.
6. The Subgrantee shall be paid on a cost-reimbursement basis. The reimbursement amount is to be determined on the cash basis of accounting. The reimbursement request must be submitted no often than monthly and no less than quarterly for those items submitted and approved in the budget inclusively. Draw down schedules will be provided upon award. **Subgrantee shall submit a final reimbursement request no more than forty-five (45) days after the contract end for expenses obligated prior to the date of contract termination.** All expenses must be liquidated prior to the final reimbursement request. Requests for reimbursement received later than forty-five (45) days after the contract termination will not be paid. **If awarded a contract, your organization must have sufficient funds to meet obligations for up to sixty (60) days while awaiting reimbursements from the Governor's Office for Children, Youth and Families.**
7. Financial reimbursements must be sent to:

Tamara Turner, Financial Administrator
Governor's Office for Children, Youth and Families
Governor's Division of Finance and Administration
1700 West Washington, Suite 101
Phoenix, Arizona 85007
8. Programmatic reports and requests for program and budget changes must be sent to:

Tammy Paz-Combs, Director
Governor's Office for Children, Youth and Families
Division for Community and Youth Development
1700 West Washington, Suite 101
Phoenix, Arizona 85007
9. Notwithstanding any other payment provision of this contract, failure of the Subgrantee to submit required reports when due, or failure to perform or deliver required work, supplies, or services, will result in the withholding of payment under this contract unless such failure arises of causes beyond the control and without the fault of negligence of the Subgrantee.
10. Each successful applicant who is awarded \$25,000 or more must provide the following prior to a contract being executed: (a) Dun and Bradstreet Universal Numbering System (DUNS) number for the fiscal agent; and (b) proof of current registration in the Central Contractor Registration (CCR) database. Additionally, CCR registration must be maintained for the term of the contract.

Terms and Conditions

1. Term of Contract: The term of the contract shall commence October 1, 2009 and shall remain in effect until September 30, 2010, unless terminated, canceled or extended as otherwise provided herein.
2. Funding: Requested funding must be submitted in an all-inclusive basis. The Governor's Office for Children, Youth and Families will not reimburse any item other than the all-inclusive funding contained on the budget forms.
3. Contract Renewal: The contract shall not bind nor purport to bind the Governor's Office for Children, Youth and Families for any contractual commitment in excess of the original contract period or amount. The Governor's Office for Children, Youth and Families shall have the right, at its sole option, to renew the contract. If the Governor's Office for Children, Youth and Families exercise such right, all terms, conditions and provisions of the original contract shall remain the same and apply during the renewal period.
4. Key Personnel: It is essential that the Subgrantee provide an adequate staff of experienced personnel, capable of and devoted to the successful accomplishment of work to be performed under this contract. The Subgrantee must assign specific individuals to the key programmatic and fiscal positions. **Once assigned to work under the contract, key personnel shall not be removed or replaced without the prior written approval of the Governor's Office for Children, Youth and Families.** The fiscal person listed on the Standard Data Collection Form (Exhibit G) is considered a Key Person for this grant. It is the preference of the Governor's Office for Children, Youth and Families that the Subgrantee require current state certification and/or licensure as a condition of employment for those individuals providing direct behavioral and medical health services to youth.
5. Multiple Awards: In order to ensure adequate coverage of Governor's Office for Children, Youth and Families requirements, multiple awards may be made.
6. Records: At any time during the term of this contract, and at any time within three (3) years after the closing of the federal grant, the subgrantee's or any subcontractor's books and records shall be subject to an audit by the State or Federal Government, to the extent that the books and records relate to the performance of the contract or subcontract. All records shall be subject to inspection and audit by the State or Federal government at reasonable times. Upon request, the Subgrantee shall produce a legible copy of any or all such records.
7. Single Audit: In compliance with the Federal Single Audit Act (31 U.S.C. par., 7501-7507), as amended by the Single Audit Act Amendments of 1996 (P.L. 104 to 156), grant sub-recipients, as prescribed by the President's Council on Integrity and Efficiency Position #6, organizations expending \$500,000 or more of Federal funds from all sources, must have an annual audit conducted in accordance with OMB Circular #A-133, "Audits of States, Local Governments and Non-profit Organizations." **If you have expended more than \$500,000 in federal dollars, a copy of your audit report for the previous fiscal year must be submitted with your application.**

8. Audit Trails: Subgrantee shall maintain proper audit trails for all reports related to this contract. The Governor's Office for Children, Youth and Families reserves the right to review all program records.
9. Fund Management: The Subgrantee must maintain funds received under this contract in separate ledger accounts and cannot mix these funds with other sources. Subgrantee must manage funds according to applicable federal regulations for administrative requirements, cost principles and audits.

The subgrantee must maintain adequate business systems to comply with Federal requirements. The business systems that must be maintained are:

- a. Financial Management
- b. Procurement
- c. Personnel
- d. Property
- e. Travel

A system is adequate if it is: 1) **written**; 2) **consistently followed** – it applies in all similar circumstances; and 3) **consistently applied** – it applies to all sources of funds. The Governor's Office for Children, Youth and Families reserves the right to review all business systems policies.

10. Non-Discrimination: All parties to this agreement agree to comply with Title VII of the Civil Rights Act of 1964, as amended, the Age Discrimination in Employment Act, and State Executive Order No. 99-4 which mandates that all persons, regardless of race, religion, handicap, color, age, sex, political affiliation or national origin shall have equal access to employment opportunities. All parties shall comply with 1) the Rehabilitation Act of 1973, as amended, which prohibits discrimination in the employment or advancement in employment of qualified persons because of physical or mental handicap; 2) all applicable federal regulations regarding equal employment opportunity and relevant orders issued by the U.S. Secretary of Labor; 3) all applicable provisions and regulations relating to the Americans with Disabilities Act (Public Law 101-336, 42 U.S.C. 12101-12213); 4) all applicable provisions and regulations relating to Executive Order No. 13279 – Equal Protection of the Laws for Faith-based and Community Organizations.
11. Compliance With Applicable Laws: All parties to this agreement shall comply with all applicable federal, state and local laws.
12. Licenses: The Subgrantee shall maintain in current status all federal, state, and local licenses and permits required for the operation of the business conducted by the Subgrantee.
13. Amendments: Any change in the contract, including material changes to the scope of work and/or the budget described herein, whether by modification or supplementation, must be accomplished by a formal contract amendment signed and approved by and between the duly authorized representatives of the Subgrantee and the Governor's Office for Children, Youth and Families. The Governor's Office for Children, Youth and Families may approve

or reject any amendment, when necessary. Any such amendment shall specify an effective date, any increases or decreases in the amount of the subgrantee's compensation if applicable and entitled as an "Amendment" and signed by the parties identified in the preceding sentence. The subgrantee expressly and explicitly understands and agrees that no other method and/or no other document, including correspondence, acts, and oral communications by or from any person, shall be used or construed as an amendment or modification or supplementation to the contract.

14. Availability of Funds for the Next Fiscal Year: Funds are not presently available for performance under this contract beyond the current fiscal year. No legal liability on the part of the Governor's Office for Children, Youth and Families for any payment may arise for performance under this contract beyond the current fiscal year until funds are made available for performance of this contract. The Governor's Office for Children, Youth and Families obligation for performance of this contract beyond this fiscal year is contingent upon the availability of funds from which payment for contract purposes can be made.
15. Subcontractors: The Subgrantee agrees and understands that no subcontract which the subgrantee enters into with respect to performance under this contract shall in any way relieve the subgrantee of any responsibility for performance of its duties. **It is highly recommended by the Governor's Office for Children, Youth and Families that a Memorandum of Understanding or some other type of contract is in place between the Subgrantee and a Subcontractor for services to be performed, and in which a payment amount has been negotiated and approved, so as to avoid any misunderstanding between both parties.**
16. Paragraph Headings: The descriptive headings of this Contract are inserted for convenience only and shall not control or affect the meaning or construction of any of the provisions in this Contract.
17. No Waiver: Either party's failure to insist on strict performance of any term or condition of the contract shall not be construed as a waiver or relinquishment for the further performance of such provision.
18. Force Majeure: If either party hereto is delayed or prevented from the performance of any act required in this Agreement by reason of acts of god, strikes, lockouts, labor disputes, civil disorder, or other causes without fault and beyond the control of the party obligated, performance of or payment for such act will be excused for the period of the delay.
19. Offshore Performance of Work Prohibited: Due to security and identity protection concerns, all services under this contract shall be performed within the borders of the United States. All storage and processing of information shall be performed within the borders of the United States. This provision applies to work performed by sub-contractors at all tiers.
20. Arbitration: In the event of any dispute arising under this Agreement, written notice of the dispute must be provided to the other party within thirty (30) days of the events giving rise to the dispute. The parties shall follow the procedures set forth in this section to facilitate a

resolution and attempt to avoid litigation.

The parties shall negotiate in good faith to resolve the dispute within sixty (60) days of receiving notice of the existence of the dispute. However if the parties do not reach such resolution within a period of sixty (60) days, then, upon notice by either party to the other, all disputes, claims, questions, or differences shall be finally settled by arbitration administered by the American Arbitration Association in accordance with the provisions of its Commercial Arbitration Rules and in compliance with A.R.S. § 12-1518.

21. **Partial Invalidity:** Any term or provision of this Agreement that is hereafter declared contrary to any current or future law, order, regulation or rule, or which is otherwise invalid, shall be deemed stricken from this Agreement without impairing the validity of the remainder of this Agreement.
22. **Governing Law:** This Agreement shall be governed and interpreted by the laws of the State of Arizona. The venue for any proceedings, actions, or suits arising from this Agreement shall be in Maricopa County, Arizona.
23. **Authority to Execute this Contract:** Each individual executing this Contract on behalf of the subgrantee represents and warrants that he or she is duly authorized to execute this Contract.
24. **Entire Contract:** This Contract and its Exhibits/Attachments constitute the entire Contract between the parties hereto pertaining to the subject matter hereof and may not be changed or added to except by a writing signed by all parties hereto in conformity with Section twelve (12) of this Contract; provided, however, that Governor's Office for Children, Youth and Families shall have the right to immediately amend this Contract so that it complies with any new legislation, laws, ordinances, or rules affecting this Contract. The Subgrantee agrees to execute any such amendment within ten (10) business days of its receipt. All prior and contemporaneous agreements, representations, and understandings of the parties, oral or written, pertaining to the subject matter hereof, are hereby superseded or merged herein.
25. **Assignment and Delegation:** Subgrantee may not assign any rights hereunder with the express, prior written consent of both parties.
26. **Indemnification:** The Subgrantee shall indemnify, defend, save and hold harmless the State of Arizona, its departments, agencies, boards, commissions, universities and its officers, officials, agents, and employees (hereinafter referred to as "Indemnitee") from and against any and all claims, actions, liabilities, damages, losses, or expenses (including court costs, attorneys' fees, and costs of claim processing, investigation and litigation) (hereinafter referred to as "Claims") for bodily injury or personal injury (including death), or loss or damage to tangible or intangible property caused, or alleged to be caused, in whole or in part, by the negligent or willful acts or omissions of subgrantee or any of its owners, officers, directors, agents, employees or subcontractors. This indemnity includes any claim or amount arising out of or recovered under the Workers' Compensation Law or arising out of the failure of such Subgrantee to conform to any federal, state or local law, statute,

ordinance, rule, regulation or court decree. It is the specific intention of the parties that the Indemnatee shall, in all instances, except for Claims arising solely from the negligent or willful acts or omissions of the Indemnatee, be indemnified by subgrantee from and against any and all claims. It is agreed that subgrantee will be responsible for primary loss investigation, defense and judgment costs where this indemnification is applicable. In consideration of the award of this contract, the Subgrantee agrees to waive all rights of subrogation against the State of Arizona, its officers, officials, agents and employees for losses arising from the work performed by the subgrantee for the State of Arizona.

27. **Public Agency Language Only:** Each party (as 'indemnitor') agrees to indemnify, defend, and hold harmless the other party (as 'indemnatee') from and against any and all claims, losses, liability, costs, or expenses (including reasonable attorney's fees) (hereinafter collectively referred to as 'claims') arising out of bodily injury of any person (including death) or property damage but only to the extent that such claims which result in vicarious/derivative liability to the indemnatee, are caused by the act, omission, negligence, misconduct, or other fault of the indemnitor, its' officers, officials, agents, employees, or volunteers."
28. **Insurance Requirements:** The subgrantee and subcontractors shall procure and maintain until all of their obligations have been discharged, including any warranty periods under this Contract, are satisfied, insurance against claims for injury to persons or damage to property which may arise from or in connection with the performance of the work hereunder by the Subgrantee, his agents, representatives, employees or subcontractors. The insurance requirements herein are minimum requirements for this Contract and in no way limit the indemnity covenants contained in this Contract. The State of Arizona in no way warrants that the minimum limits contained herein are sufficient to protect the Subgrantee from liabilities that might arise out of the performance of the work under this contract by the Subgrantee, its agents, representatives, employees or subcontractors, and Subgrantee is free to purchase additional insurance.

A. MINIMUM SCOPE AND LIMITS OF INSURANCE

Subgrantee shall provide coverage with limits of liability not less than those stated below. Within ten (10) business days following notification of award, certificates of insurance must be submitted to the Governor's Office for Children, Youth and Families, clearly stating the applicable contract number, effective date(s) of coverage, and limits of liability required pursuant to the contract.

1. Commercial General Liability – Occurrence Form

Policy shall include bodily injury, property damage, personal injury and broad form contractual liability coverage.

- | | |
|--|-------------|
| • General Aggregate | \$2,000,000 |
| • Products – Completed Operations Aggregate | \$1,000,000 |
| • Personal and Advertising Injury | \$1,000,000 |
| • Blanket Contractual Liability – Written and Oral | \$1,000,000 |
| • Fire Legal Liability | \$ 50,000 |
| • Each Occurrence | \$1,000,000 |

- a. The policy shall be endorsed to include the following additional insured language: "The State of Arizona, its departments, agencies, boards, commissions, universities and its officers, officials, agents, and employees shall be named as additional insureds with respect to liability arising out of the activities performed by or on behalf of the Subgrantee".
- b. Policy shall contain a waiver of subrogation against the State of Arizona, its departments, agencies, boards, commissions, universities and its officers, officials, agents, and employees for losses arising from work performed by or on behalf of the Subgrantee.

2. Automobile Liability

Bodily Injury and Property Damage for any owned, hired, and/or non-owned vehicles used in the performance of this Contract.

Combined Single Limit (CSL)	\$1,000,000
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- a. The policy shall be endorsed to include the following additional insured language: "The State of Arizona, its departments, agencies, boards, commissions, universities and its officers, officials, agents, and employees shall be named as additional insureds with respect to liability arising out of the activities performed by or on behalf of the Subgrantee, involving automobiles owned, leased, hired or borrowed by the Subgrantee".

3. Worker's Compensation and Employers' Liability

Workers' Compensation
Statutory Employers' Liability

Each Accident	\$ 500,000
Disease – Each Employee	\$ 500,000
Disease – Policy Limit	\$1,000,000

- a. Policy shall contain a waiver of subrogation against the State of Arizona, its departments, agencies, boards, commissions, universities and its officers, officials, agents, and employees for losses arising from work performed by or on behalf of the Subgrantee.
- b. This requirement shall not apply to: Separately, EACH Subgrantee or subcontractor exempt under A.R.S. 23-901, AND when such Subgrantee or subcontractor executes the appropriate waiver (Sole Proprietor/Independent Contractor) form.

4. Professional Liability (Errors and Omissions Liability)

Each Claim	\$1,000,000
Annual Aggregate	\$2,000,000

- a. In the event that the professional liability insurance required by this Contract is written on a claims-made basis, Subgrantee warrants that any retroactive date under the policy shall precede the effective date of this Contract; and that either continuous coverage will be maintained or an extended discovery period will be exercised for a period of two (2) years beginning at the time work under this Contract is completed.
- b. Policy shall contain a waiver of subrogation against the State of Arizona, its departments, agencies, boards, commissions, universities and its officers, officials, agents, and employees for losses arising from work performed by or on behalf of the Subgrantee.
- c. The policy shall cover professional misconduct or lack of ordinary skill for those positions defined in the Scope of Work of this contract.

B. ADDITIONAL INSURANCE REQUIREMENTS

The policies shall include, or be endorsed to include, the following provisions:

1. The State of Arizona, its departments, agencies, boards, commissions, universities and its officers, officials, agents, and employees wherever additional insured status is required such additional insured shall be covered to the full limits of liability purchased by the Subgrantee, even if those limits of liability are in excess of those required by this Contract.
2. The Subgrantee's insurance coverage shall be primary insurance with respect to all other available sources.
3. Coverage provided by the Subgrantee shall not be limited to the liability assumed under the indemnification provisions of this Contract.

C. NOTICE OF CANCELLATION

Each insurance policy required by the insurance provisions of this Contract shall provide the required coverage and shall not be suspended, voided, canceled, or reduced in coverage or in limits except after thirty (30) days prior written notice has been given to the State of Arizona. Such notice shall be sent directly to **(Governor's Office for Children, Youth & Families, Sarah Bean, Procurement Specialist, 1700 W. Washington, Ste. 101, Phoenix, AZ 85007)** and shall be sent by certified mail, return receipt requested.

D. ACCEPTABILITY OF INSURERS

Insurance is to be placed with duly licensed or approved non-admitted insurers in the state of Arizona with an "A.M. Best" rating of not less than A- VII. The State of Arizona in no way warrants that the above-required minimum insurer rating is sufficient to protect the Subgrantee from potential insurer insolvency.

E. VERIFICATION OF COVERAGE

Subgrantee shall furnish the State of Arizona with certificates of insurance (ACORD form or equivalent approved by the State of Arizona) as required by this Contract. The certificates for each insurance policy are to be signed by a person authorized by that insurer to bind coverage on its behalf.

All certificates and endorsements are to be received and approved by the State of Arizona before work commences. Each insurance policy required by this Contract must be in effect at or prior to commencement of work under this Contract and remain in effect for the duration of the project. Failure to maintain the insurance policies as required by this Contract, or to provide evidence of renewal, is a material breach of contract.

All certificates required by this Contract shall be sent directly to **(Governor's Office for Children, Youth & Families, Sarah Bean, Procurement Manager, 1700 W. Washington, Ste. 101, Phoenix, AZ 85007)**. The Governor's Office for Children, Youth and Families project/contract number and project description shall be noted on the certificate of insurance. The State of Arizona reserves the right to require complete, certified copies of all insurance policies required by this Contract at any time. **DO NOT SEND CERTIFICATES OF INSURANCE TO THE STATE OF ARIZONA'S RISK MANAGEMENT SECTION.**

F. SUBCONTRACTORS

Subgrantees' certificate(s) shall include all subcontractors as insureds under its policies **or** subgrantee shall furnish to the State of Arizona separate certificates and endorsements for each subcontractor. All coverages for subcontractors shall be subject to the minimum requirements identified above.

G. APPROVAL

Any modification or variation from the *insurance requirements* in this Contract shall be made by the Department of Administration, Risk Management Section, whose decision shall be final. Such action will not require a formal Contract amendment, but may be made by administrative action.

H. EXCEPTIONS

In the event the Subgrantee or subcontractor(s) is/are a public entity, then the Insurance Requirements shall not apply. Such public entity shall provide a Certificate of Self-Insurance. If the Subgrantee or subcontractor(s) is/are a State of Arizona agency, board, commission, or university, none of the above shall apply.

29. Confidentiality of Records: The subgrantee shall establish and maintain procedures and controls that are acceptable to the Governor's Office for Children, Youth and Families for the purpose of assuring that no information contained in its records or obtained from the Governor's Office for Children, Youth and Families or from others in carrying out its functions under the contract shall be used by or disclosed by it, its agents, officers, or employees, except as required to efficiently perform duties under the contract. Persons requesting such information shall be referred to the Governor's Office for Children, Youth

and Families. The subgrantee also agrees that any information pertaining to individual persons shall not be divulged other than to employees or officers of the subgrantee as needed for the performance of duties under the contract, unless otherwise agreed to in writing by the State.

30. Confidential Information: If a person believes that any portion of a proposal, bid, offer, specification, protest or correspondence contains information that should be withheld, then the Procurement Manager for the Governor's Office for Children, Youth and Families shall be so advised in writing (price is not confidential and will not be withheld). Such material shall be identified as confidential wherever it appears. The State, pursuant to A.A.C. R2-7-103, shall review all requests for confidentiality and provide a written determination. If the confidential request is denied, such information shall be disclosed as public information, unless the person utilizes the "Protest" provision as noted in §41-2611 through §41-2616.
31. Cancellation: The Governor's Office for Children, Youth and Families reserves the right to cancel the whole or any part of the contract due to failure of the subgrantee to carry out any term, promise, or condition of the contract. The Governor's Office for Children, Youth and Families will issue a written ten (10) day notice of default to the subgrantee for acting or failing to act as in any of the following:
- The subgrantee provides personnel that do not meet the requirements of the contract.
 - The subgrantee fails to perform adequately the services required in the contract. The subgrantee attempts to impose on the Governor's Office for Children, Youth and Families, personnel that are of an unacceptable quality.
 - The subgrantee fails to furnish the required product within the time stipulated in the contract.
 - The subgrantee fails to make progress in the performance of the requirements of the contract and/or gives the Governor's Office for Children, Youth and Families a positive indication that the subgrantee will not or cannot perform to the requirements of the contract.

If the subgrantee does not correct the above problem(s) within ten (10) days after receiving the notice of default, the Governor's Office for Children, Youth and Families may cancel the contract. If the Governor's Office for Children, Youth and Families cancels the contract pursuant to this clause, the State reserves all rights or claims to damage for breach of contract.

32. Cancellation for Conflict of Interest: The Governor's Office for Children, Youth and Families may, by written notice to the Subgrantee, immediately cancel this Contract without penalty or further obligation pursuant to A.R.S. § 38-511 if any person significantly involved in initiating, negotiating, securing, drafting or creating of the Contract on behalf of the Governor's Office for Children, Youth and Families is an employee or agent of any other party in any capacity or a consultant to any other party to the Contract with respect to the subject matter of the Contract. Such cancellation shall be effective when the parties to the Contract receive written notice from the Governor's Office for Children, Youth and Families, unless the notice specifies a later time.

33. Termination: The Procurement Manager for the Governor's Office for Children, Youth and Families reserves the right to terminate the contract at any time, for the convenience of the Governor's Office for Children, Youth and Families, without penalty or recourse, by giving written notice to the Subgrantee at least thirty (30) days prior to the effective date of such termination. In the event of termination pursuant to this paragraph, all documents, data, and reports prepared by the Subgrantee under the contract shall, at the option of the Governor's Office for Children, Youth and Families, become property of the State of Arizona. The Subgrantee shall be entitled to receive just and equitable compensation for that work completed prior to the effective date of termination.
34. Suspension or Debarment Status: If the firm, business or person submitting this bid or offer has been debarred, suspended or otherwise lawfully precluded from participating in any public procurement activity with any federal, state or local government, the applicant must include a letter with its application setting forth the name and address of the governmental unit, the effective date of the suspension or debarment, the duration of the suspension or debarment, and the relevant circumstances relating to the suspension or debarment. Failure to supply the letter or to disclose in the letter all pertinent information regarding a suspension or debarment shall result in rejection of the bid or offer or cancellation of a contract. The Governor's Office for Children, Youth and Families also may exercise any other remedy available by law.
35. Suspension or Debarment Certification: By signing the offer section of the Offer and Acceptance page, SPO Form 203, the bidder or offeror certifies that the firm, business or person submitting the bid or offer has not been debarred, suspended or otherwise lawfully precluded from participating in any public procurement activity with any federal, state or local government. Signing the offer section without disclosing all pertinent information about a debarment or suspension shall result in rejection of the bid or offer or cancellation of a contract. The Governor's Office for Children, Youth and Families also may exercise any other remedy available by law.
36. Restrictions on Lobbying: The Subgrantee shall not use these funds to pay for, influence, or seek to influence any officer or employee of the State of Arizona or the federal government if that action may have an impact, of any nature, on this agreement.
37. Fingerprinting: The provisions of A.R.S. §46-141 are hereby incorporated as provisions of this contract as they pertain to any new personnel not already covered by this requirement. When applicable, the Subgrantee shall assume the costs of fingerprint checks and may charge these costs to fingerprint its personnel. The department may allow all or part of the costs of fingerprint checks to be included as an allowable cost in a contract. Personnel who are employed by any Subgrantee, whether paid or not, and who are required or allowed to provide services directly to juveniles shall certify on forms provided by the Department of Public Safety and notarized whether they have ever committed any act of sexual abuse of a child, including sexual exploitation and commercial sexual exploitation, or any act of child abuse. This contract may be canceled or terminated if the fingerprint check or the certified form of any person who is employed by a Subgrantee, whether paid or not, and who is required or allowed to provide services directly to juveniles discloses that a person has committed any act of sexual abuses of a child, including sexual

exploitation or commercial sexual exploitation, or any act of child abuse or that the person has been convicted of or awaiting trial on any of the following criminal offenses in this state or similar offenses in another state or jurisdiction.

38. **Sectarian Requests:** Funds may not be expended for any sectarian purpose or activity, including sectarian worship or instruction.
39. **Ownership of Information:** The Governor's Office for Children, Youth and Families reserves the right to review and approve any publications funded or partially funded through this contract. All publications funded or partially funded through this contract shall recognize the US Department of Health and Human Services and the Governor's Office for Children, Youth and Families as the funding source.
40. **Counterparts:** This Contract may be executed in any number of counterparts, copies, or duplicate originals. Each such counterpart, copy, or duplicate original shall be deemed an original, and collectively they shall constitute one Contract.
41. **Federal Immigration Laws:** By entering into this contract, the subgrantee warrants compliance with the Federal Immigration and Nationality Act (NIFA) and all other federal immigration laws and regulations related to the immigration status of its employees. These warranties shall remain in effect throughout the term of the contract and any renewal period of the contract. The subgrantee shall maintain Employment Eligibility Verification form (I-9) as required by the U.S. Department of Labor's Immigration and Control Act for all employees performing work under this contract.

Checklist:

Use the following list to make sure your Grant Application for the AmeriCorps*State Program is complete and meets the requirements specified in this request for grant applications:

- One (1) original copy marked “original”, and eight (8) additional copies.
- Completed and signed Offer and Acceptance form (SPO form 203).
- Table of contents
- Applicant Title Page. Completed, signed and attached, Exhibit A.
- Program Model, Design, Location, and Focus, completed, indicate primary and secondary program models, and attach, Exhibit C.
- Program Concept Paper, complete the narrative per the instructions in Exhibit D: Phase One: Concept Paper Guidelines and Outline. Completed and attached, Exhibit E.
- Offeror’s Experience, completed and attached, Exhibit F.
- Governor’s Office for Children, Youth and Families Financial Systems Survey, complete, sign, and attach Exhibit G.
- Page numbers are included on all pages, in sequence, twelve point font or larger and double-spaced, with one inch margins or wider.
- All documents requiring signatures should have **ORIGINAL** signatures.
- Do **NOT** bind your application in spiral binders or in 3-ring notebooks. Please submit your applications either stapled in the upper left-hand corner or use a binder clip.
- When submitting your application, insure your organization name and the Request for Grant Application Number **AC-VSG-09-0273-00** is **CLEARLY** marked on the outside of the **SEALED** envelope/package.
- It is the responsibility of each applicant to insure their application is delivered to the Governor’s Office for Children, Youth, and Families **by the due date and time**. Allow for such contingencies as heavy traffic, weather, directions, parking, security, etc.

Exhibits:

- Exhibit A: Applicant Title Page
- Exhibit B: Title Page Instructions
- Exhibit C: Program Model, Design, Location, and Focus
- Exhibit D: Phase One: Concept Paper Guidelines and Outline
- Exhibit E: Applicants Concept Paper
- Exhibit E: Offeror's Experience
- Exhibit F: GOCYF Financial Systems Survey

Exhibit A: Applicant Title Page

AmeriCorps*STATE APPLICATION FOR ASSISTANCE Title Page – insert applicant name	
1. APPLICANT INFORMATION	
a. LEGAL NAME:	b. ADDRESS (give street address, city, county, and state and zip code)
c. ORGANIZATIONAL DUNS:	STREET:
d. ORGANIZATIONAL UNIT:	
e. NAME AND TELEPHONE OF PERSON TO BE CONTACTED ON MATTERS INVOLVING THIS APPLICATION NAME: TELEPHONE NUMBER: () - FAX NUMBER: () - EMAIL:	CITY: COUNTY: STATE: COUNTRY:
	f. EMPLOYER IDENTIFICATION NUMBER (EIN):
2. APPLICANT TYPE	
a. TYPE OF APPLICANT: (highlight appropriate letter) A. State B. County C. Municipal D. Township E. Interstate F. Intermunicipal G. Special District H. Independent School District I. State Controlled Institution of Higher Learning J. Private University K. Indian Tribe L. Individual M. Profit Organization N. Private Non-Profit Organization O. Federal Government P. HQ Internal Organizations Q. State Education Agency R. Territory S. Other (specify)	b. TYPE OF APPLICATION () New () New/Previous Grantee
	c. NAME OF FEDERAL AGENCY: Corporation for National and Community Service
	d. CATALOG OF FEDERAL DOMESTIC ASSISTANCE NUMBER:
	e. DESCRIPTIVE TITLE OF APPLICANT'S PROJECT:
f. Number of AmeriCorps Members to be requested (FTE):	f. AREAS AFFECTED BY PROJECT (List Cities, Counties, States, etc.):
10. TO THE BEST OF MY KNOWLEDGE AND BELIEF, ALL DATA IN THIS APPLICATION/PREAPPLICATION ARE TRUE AND CORRECT. THE DOCUMENT HAS BEEN DULY AUTHORIZED BY THE GOVERNING BODY OF THE APPLICANT AND THE APPLICANT WILL COMPLY WITH THE ATTACHED ASSURANCES IF THE ASSISTANCE IS AWARDED.	
a. TYPED NAME OF AUTHORIZED REPRESENTATIVE: b. TITLE: c. TELEPHONE NUMBER: d. SIGNATURE OF AUTHORIZED REPRESENTATIVE: e. DATE SIGNED:	

Exhibit B: Title Page Instructions

Title Page Instructions: Arizona AmeriCorps*State Program Concept Paper

Complete the form on the previous page using the instructions listed below.

Section 1 APPLICANT INFORMATION

Supply all the requested information.

1c Universal Identifier. Applications must include a Dun and Bradstreet Data Universal Number System (DUNS) number. The DUNS number does not replace your Employer Identification Number. DUNS numbers may be obtained at no cost by calling the DUNS number request line at (866) 705-5711 or by applying online at www.dnb.com. The website indicates a 24-hour e-mail turnaround time on requests for DUNS numbers; however we suggest registering at least 30 days in advance of the application due date. Expedited DUNS numbers may be obtained by telephone at a cost of \$99 by calling the DUNS number request line.

1e Correspondence will be sent to address identified.

Section 2 APPLICANT TYPE

Supply all the requested information.

2f Please indicate how many AmeriCorps members your program will be submitting a proposal for:

Rural/Tribal- Rural is defined as an area with a population of 75,000 or fewer. **Tribal** is defined as an area with a population of 220,000 or fewer and applicants must be federally recognized by the Department of Interior, Bureau of Indian Affairs. Rural and Tribal areas are required to apply for a **minimum of five (5) Member Service Year (MSY) and a maximum of ten (10) Member Service Year (MSY)** that could translate to any combination of full-time, part-time, expanded part-time, quarter-time, and/or minimum time members that totals a minimum of five MSY.

Urban/County - Urban is defined as an area with a population of more than 75,000. **County** is considered a program that serves a consortium of municipalities and/or operates a county-wide program. Urban and County areas are required to apply for a **minimum of five (5) Member Service Year MSY and a maximum of thirty (30) Member Service Year (MSY)**, which could translate to any combination of full-time, part-time, expanded part-time, quarter-time, and/or minimum time members that totals a minimum of five MSY.

Exhibit C: Program Model, Design, Location, and Focus

SECTION I: PROGRAM MODEL

Directions: Choose one primary and one secondary program model, if applicable.

In the checked column to the left, instead of placing a checkmark for this section, use 1 to select the primary program model and 2 to choose the secondary program model.

✓	Section I: Project Models (select one for primary and another for secondary)	
	Youth Corps	A full-time year-round youth corps program or full-time summer youth corps program, such as a conservation corps or youth service corps that undertakes meaningful service projects with visible public benefits; includes as participants youths and young adults between the ages of 16 and 25 inclusive, including out-of-school youths and other disadvantaged youths.
	Community Corps	A community corps program that meets unmet human, educational, environmental, or public safety needs and promotes greater community unity through the use of organized teams of participants of varied social and economic backgrounds, skill levels, physical and developmental capabilities, ages, ethnic backgrounds, or genders.
	Campus-based Model	A campus-based program that is designed to provide substantial service in a community during the school term and during summer or other vacation periods through the use of students who are attending an institution of higher education.
	Pre-Professional Corps	A pre-professional training program in which students enrolled in an institution of higher education receive training in specified fields, which may include classes containing service-learning; perform service related to such training outside the classroom during the school term and during summer and other vacation periods; and agree to provide service upon graduation to meet unmet human, educational, environmental, or public safety needs related to such training.
	Professional Corps	A professional corps program that recruits and places qualified participants to meet unmet human, educational, environmental, or public safety needs in communities with an inadequate number of such professionals.
	Entrepreneur Corps	A national service entrepreneur program that identifies, recruits, and trains gifted young adults of all backgrounds and assists them in designing solutions to community problems.
	Intergenerational Program	An intergenerational program that combines students, out-of-school youths, and older adults as participants to provide needed community services, including an intergenerational component for other national service programs described in this subsection.
	Service- Learning Program	A program that provides specialized training to individuals in service-learning and places the individuals after such training in positions, including positions as service-learning coordinators to facilitate service-learning in programs eligible for funding under Learn and Serve America School-Based and Community-Based Grants.
	Rural Corps	A program designed to meet the needs of rural communities, using teams or individual placements to address the development needs of rural communities and to combat rural poverty, including health care, education, and job training.
	Hunger Elimination Program	A program that seeks to eliminate hunger in communities and rural areas through service in projects involving food banks, food pantries, and nonprofit organizations that provide food during emergencies.

SECTION II: PROGRAM DESIGN

Directions: Choose one or more project designs.

✓	Section II: Program Design	
	Team-Based	A program where members regularly function as a team during the service week.
	Individual Placement /Scattered Site	A program that places one or two members at sites in a variety of locations.
	Intermediary Organization	Intermediary organizations provide the mechanism by which a number of community or faith-based organizations or grassroots groups may access AmeriCorps and other Corporation resources. We define intermediaries as national, regional, state, or local organizations that agree to provide the technical and financial support to assist community or faith-based organizations that do not have the capacity to perform these functions. Intermediaries serve as the legal applicant for a Corporation grant, thereby ensuring that the systems to manage a federal grant are in place.
	Statewide Initiative	A program that operates throughout the state and may or may not have a single issue focus.

SECTION III: PROGRAM LOCATION

Directions: Please enter your program's location information.

✓	Geography (please check one)	
	Urban	A program designed to meet the needs of urban communities.
	Rural	A program designed to meet the needs of rural communities.
	Both	A program designed to meet the needs of both urban and rural communities.
	Areas of Need Identification: Check all that apply (optional)	
	Areas Affected by Military Downsizing	Areas adversely impacted by reductions in defense spending or the closure or realignment of military installations.
	Empowerment Zones or Redevelopment Areas	Communities designated as empowerment zones or redevelopment areas that are targeted for special economic incentives, or otherwise identifiable as having high concentrations of low-income people.
	Environmentally Distressed Areas	Areas that are environmentally distressed.
	Areas Affected by Management of Federal Lands	Areas adversely affected by federal actions related to the management of federal lands that result in significant regional job losses and economic dislocation.
	Areas with High Unemployment Rates	Areas that have an unemployment rate greater than the national average unemployment for the most recent 12 months for which satisfactory data are available.

SECTION IV: PROGRAM FOCUS

Directions: Choose one or more program focus areas from below.

✓	Section IV: Program Focus			
	African American		Pre-school Children	At-Risk Youth

✓	Section IV: Program Focus				
	community				
	Asian American community		K-12 Students		Children of Prisoners
	Latin American community		Young Adults (17-24)		Foster Children
	Native American community		College Students		
	Families/Parents		Incarcerated Individuals and Ex-Offenders		Seniors
	Homeless		Low-Income Community		Unemployed
	Homeless Veterans		Low-Income Housing Residents		Veterans
	Immigrants		Mentally/Physically Challenged		Victims/Potential Victims of Crime
			Persons with HIV/AIDS		
	Asset Accumulation	Community and faith-based organizations that conduct activities that empower the poor through asset accumulation programs including home ownership, individual development accounts, and financial literacy.			
	Strengthening Families	Community and faith-based organizations that conduct activities that strengthen families to break the intergenerational cycle of poverty.			

Exhibit D: Phase One: Concept Paper Guidelines and Outline

The program concept paper should be no less than seven (7) pages and no more than ten (10) pages in length, single sided. This does not include exhibits A, C, F or G. Responses should be in type not smaller than 12 point and double-spaced. One (1) original and eight (8) copies should be submitted. Please answer each question separately. The concept paper must address all of the following questions to describe the proposed program.

I. Program Design

A. Rationale and Approach

1. Describe the geographic location (county, city or town) for the proposed program).
2. Provide the most current population count for this location and state the source for this data.
3. Describe the compelling community need(s) that you will address within the target community.
4. Include a description of how you identified the need and how it is documented.
5. Describe the extent to which your program builds on or reflects collaboration with other national and community service programs.

B. National and State Priorities

1. Describe which national and state priorities the proposed program will target. Address the following area(s) in describing the proposed program:
 - a. CNCS Strategic Initiatives.
 - b. Priority areas identified by Governor Napolitano in her 2008 State of the State address.
 - c. Governor Napolitano's first comprehensive youth development framework entitled, Five Keys to Youth Success: Unlocking the Door to Arizona's Future. (if applicable to target population)
2. Who will be the target audience of the service?

C. Description of Activities and Member Roles

1. Describe the activities you propose to address the need(s).
2. What direct service will members provide to address the need(s)?
3. Describe your plan for providing member development that will include opportunities for skill-building, personal and professional development, education opportunity or benefit, promote esprit de corps, and recognize member achievements.
4. How will receiving an AmeriCorps grant add value to your current program(s)?

D. Measurable Outputs and Outcomes

1. Describe the benefits that the AmeriCorps program will provide to the following:
 - a. Community and the recipients of the service to be provided by AmeriCorps members.
 - b. Partners of the AmeriCorps program.
 - c. AmeriCorps Members

E. Community Outputs and Outcomes

1. Explain how your program will use volunteers to expand the reach of the program in the community and help to build an ethic of volunteerism.
2. Explain how you will engage your community partners and stakeholders throughout the three year program period.

II. Organizational Capacity

- A. Provide a brief history of your organization.
- B. Describe any collaborations you have developed that increase the quality and reach of the services you provide.
- C. Please explain qualifications of the organization that will administer the grant and the qualifications of the fiscal agent by completing the following:
 1. EXHIBIT E: the applicant's/collaboration's ability to meet the identified needs and give examples of experience in implementing related programs and the outcomes of those programs by completing the Offeror's Experience form(s).
 2. EXHIBIT F: The organization's business Management System by completion of the Financial Systems Survey.

III. Cost Effectiveness and Budget Adequacy

- A. Confirm your organization's ability to provide the required match.
- B. Current Grantees Only: Decreased Reliance on Federal Support. Describe the extent to which you are increasing your share of costs to meet or exceed program goals, or the extent to which you are proposing deeper impact or broader reach without a commensurate increase in federal costs.

Exhibit F: Offeror's Experience

Offeror's Experience

The following form may be reproduced with word processing software or another form may be created that contains all the information requested.

Name and address of organization for which the service or activity was provided
Location where services or activities were conducted
Dates the service or activity was conducted (e.g. October 2001 – December 2001)
Describe the services or activities that were provided
Describe what was achieved with the services or activities (e.g. increased knowledge among 20% of program participants, reduced alcohol use by 10%, etc.)

Exhibit G

Governor's Office for Children, Youth and Families **Financial Systems Survey**

Name of Applicant: _____

Please answer every question by filling in the circle next to the correct answer. Attach materials and document comments as required.

As stewards of federal and state funds, the Governor's Office for Children, Youth and Families awards funds to organizations (regardless of how small or large) that are both capable of achieving project goals/objectives and upholding their responsibility for properly managing funds as they achieve those objectives.

This survey will be used primarily for initial monitoring of the organization. This survey may also be used in evaluating the financial capability of the organization in the award process. Deficiencies should be addressed for corrective action and the organization should consider procuring technical assistance in correcting identified problems.

A. GENERAL INFORMATION

1. Has your organization received a Federal or State Grant within the last two years?	<input type="radio"/> YES <input type="radio"/> NO
2. Has your organization completed an A-133 Single Audit within the past two years? If yes, please attach a complete copy of your A-133 Audit, including, but not limited to, your Management Letter, Findings and Questioned Costs.	<input type="radio"/> YES <input type="radio"/> NO
3. If your organization has not completed an A-133 Single Audit, have your financial statements been audited, reviewed or compiled by an independent Certified Public Accountant within the past two years? If yes, please attach a complete copy of the most recent audited, reviewed or compiled financial statements.	<input type="radio"/> YES <input type="radio"/> NO
4. Please attach a schedule showing the TOTAL federal funds (by granting agency) expended by your agency for the most recent fiscal year. Note: If your organization had an A-133 Single Audit, a copy of the "Schedule of Expenditures for Federal Awards" can be submitted	
5. Has your organization received funding from the Governor's Office for Children, Youth and Families within the past two years? If yes, specify the grant contract numbers: _____	<input type="radio"/> YES <input type="radio"/> NO
6. Has your organization been granted tax-exempt status by the Internal Revenue Service?	<input type="radio"/> YES <input type="radio"/> NO <input type="radio"/> N/A
7. If you answered YES to question #6, under what section of the IRS code? O 501 C (3) O 501 C (4) O 501 C (5) O 501 C (6) O Other. Specify: _____	
8. Does your organization have established policies related to salary scales, fringe benefits, travel reimbursement and personnel policies?	<input type="radio"/> YES <input type="radio"/> NO

B. FUNDS MANAGEMENT

1. Which of the following describes your organization's accounting system?	<ul style="list-style-type: none">○ Manual○ Automated○ Combination
2. How frequently do you post to the General Ledger?	<ul style="list-style-type: none">○ Daily○ Weekly○ Monthly○ Other
3. Does the accounting system completely and accurately track the receipt and disbursements of funds by each grant or funding source?	<ul style="list-style-type: none">○ YES○ NO
4. Does the accounting system provide for the recording of actual costs compared to budgeted costs for each budget line item?	<ul style="list-style-type: none">○ YES○ NO
5. Are time and effort distribution reports maintained for employees working fully or partially on state or federal grant programs which account for 100% of each employee's time?	<ul style="list-style-type: none">○ YES○ NO
6. Is your organization familiar with Federal Cost Principles (i.e. 2 CFR 220, 2 CFR 225, and 2 CFR 230)?	<ul style="list-style-type: none">○ YES○ NO
7. How does your organization plan to charge common/indirect costs to this grant? NOTE: Those organizations using allocable direct charges must attach a copy of the methodology and calculations in determining those charges. Those organizations using a federally approved indirect cost rate must attach a copy of the approval documentation issued by the federal government.	<ul style="list-style-type: none">○ Direct Charges○ Utilizing an Indirect Cost Allocation Plan or Rate

C. INTERNAL CONTROLS

1. Are duties of the bookkeeper/accountant segregated from the duties of cash receipt or cash disbursement?	<ul style="list-style-type: none">○ YES○ NO
2. Are checks signed by individuals whose duties exclude recording cash received, approving vouchers for payment and the preparation of payroll?	<ul style="list-style-type: none">○ YES○ NO
3. Are all accounting entries and payments supported by source documentation?	<ul style="list-style-type: none">○ YES○ NO
4. Are cash or in-kind matching funds supported by source documentation?	<ul style="list-style-type: none">○ YES○ NO
5. Are employee time sheets supported by appropriately approved/signed documents?	<ul style="list-style-type: none">○ YES○ NO
6. Does the organization maintain policies that include procedures for assuring compliance with applicable cost principles and terms of each grant award?	<ul style="list-style-type: none">○ YES○ NO

D. PROCUREMENT

1. Does the organization maintain written codes of conduct for employees involved in awarding or administering procurement contracts?	<ul style="list-style-type: none">○ YES○ NO
2. Does the organization conduct purchases in a manner that encourages open and free competition among vendors?	<ul style="list-style-type: none">○ YES○ NO
3. Does the organization complete some level of cost or price analysis for every major purchase?	<ul style="list-style-type: none">○ YES○ NO
4. Does the organization maintain a system of contract administration to ensure Subgrantee conformance with the terms and conditions of each contract?	<ul style="list-style-type: none">○ YES○ NO

Attachments:

- Attachment A: *Five Keys to Youth Success: Unlocking the Door to Arizona's Future*
- Attachment B: National Service Glossary
- Attachment C: AmeriCorps Overview
- Attachment D: National and Community Service and Faith-Based Organizations
Answers to Frequently-Asked Questions by the Office of the General Counsel
- Attachment E: All-Inclusive Diversity: Federal, State, Non-Profit, Private
- Attachment F: What You Should Know About Designing an AmeriCorps Program
- Attachment G: Performance Measure Guidance (Phase Two)
- Attachment H: Title 45: Public Welfare, Part 2520 General Provisions: AmeriCorps
Subtitle C Programs, §2520.65 What Activities are Prohibited in
AmeriCorps subtitle C programs.

Attachment A

GOVERNOR NAPOLITANO'S YOUTH DEVELOPMENT FRAMEWORK

Vision: All youth in Arizona are prepared to work, contribute and succeed in the 21st century

(ARIZONA'S FIVE KEYS FOR YOUTH SUCCESS)



SUPPORTIVE ENVIRONMENTS: All youth have supportive environments to assist them to be successful



(CARING ADULTS):

A CARING ADULT OR MENTOR SUPPORTS EVERY YOUTH'S SUCCESS

- ◇ Create and promote incentives for adults to become mentors or school volunteers.
- ◇ Provide training to adults to increase youth involvement.
- ◇ Provide resources to parents to support student academic achievement.



(YOUTH ENGAGEMENT):

YOUTH ARE ACTIVELY ENGAGED IN THEIR COMMUNITIES AS VOLUNTEERS AND IN SERVICE LEARNING

- ◇ Integrate service-learning strategies into academic curricula.
- ◇ Advocate that student volunteer or work hours earn elective credit in high school.
- ◇ Create a statewide recognition program to honor outstanding youth volunteer contributions.



(ACTIVITIES OUTSIDE OF SCHOOL):

OUT-OF-SCHOOL TIME PROGRAMS ARE AVAILABLE FOR ALL YOUTH WHO WANT/NEED THEM

- ◇ Increase funding to make out-of-school time programs available to all youth.
- ◇ Develop standards to measure and increase the quality of out-of-school time programs.
- ◇ Engage high school youth in community based activities outside of school to promote work readiness and civic engagement.



(HIGH SCHOOL COMPLETION):

YOUTH GRADUATE FROM HIGH SCHOOL WITH THE COURSEWORK NEEDED FOR THE WORKFORCE AND POST-SECONDARY EDUCATION

- ◇ Establish personalized graduation plans for youth entering high school.
- ◇ Create a youth advisory group that focuses on dropout prevention on a statewide level.
- ◇ Demonstrate the relevance of academic instruction to workplace needs by providing teachers with professional development on various teaching styles.



(WORK READINESS SKILLS):

YOUTH WILL ACQUIRE WORK READINESS SKILLS TO BE COMPETITIVE IN THE WORKFORCE

- ◇ Develop a statewide career readiness certificate for Arizona students.
- ◇ Engage middle school youth in career readiness and exploration activities.
- ◇ Provide opportunities for high school students to enroll in Career and Technical Education Courses.
- ◇ Improve educational and workforce outcomes for youth coming out of the child welfare system.
- ◇ Improve services for youth by working with local Workforce Investment Boards, school districts, juvenile justice and foster care providers.

Five Keys to Youth Success: Unlocking the Door to Arizona's Future
Governor's Office for Children Youth and Families

Attachment B

NATIONAL SERVICE GLOSSARY

AmeriCorps – An umbrella term that refers to programs that are designated by CNCS as national service programs and the participants in them. AmeriCorps includes AmeriCorps*State/National, AmeriCorps*VISTA, AmeriCorps*Tribal, AmeriCorps*TCCC (Tribal Civilian Community Corps) and AmeriCorps*NCCC (National Civilian Community Corps).

AmeriCorps*NCCC (National Civilian Community Corps) – A residential AmeriCorps program in which 18-24-year-old-members are housed and trained together on various campuses and deployed in teams to service sites throughout the surrounding region.

AmeriCorps*State and National Direct – Used only when referring to grants or funding. AmeriCorps*State grants are distributed through the state commissions; AmeriCorps*National Direct grants are distributed to organizations directly from the national office of CNCS.

AmeriCorps*Tribal – An AmeriCorps program that engages members in providing direct service to address unmet community needs in Indian Tribes and US Territories. Local programs design service activities for a team of members serving full-time/part-time for one year or during the summer.

AmeriCorps*TCCC (Tribal Civilian Community Corps) – A program similar to AmeriCorps*NCCC developed for Tribal communities.

AmeriCorps*VISTA (Volunteers in Service to America) – Full-time, national service program for men and women ages 18 and older interested in developing lasting solutions to the problems of poverty in America. AmeriCorps*VISTA members serve nonprofit, faith-based, and community organizations and agencies to develop permanent infrastructure that aids and expands services, strengthens programs, and empowers low income individuals. AmeriCorps*VISTA is under the AmeriCorps umbrella and is administered out of CNCS State Offices.

Corporation for National and Community Service (CNCS) – The independent federal agency that encompasses the work and staff of two previously existing agencies, the Commission on National and Community Service and ACTION. CNCS was created by the National and Community Service Trust Act of 1993. CNCS has a state office in Phoenix that administers AmeriCorps*VISTA and Senior Corps programs in Arizona.

Education Award – A post-service benefit of \$4,725 (full time) or \$2,363.50 (part time) earned by all AmeriCorps members successfully completing a term of service. The award is paid directly to a lending or educational institution and may be used to pay off education loans or to finance college, graduate school, or approved vocational training.

Evaluation – A formal external assessment of program effectiveness and outcomes at the end

of a given period of time.

Formula Funding – The annual allotment given to each state against which the state commissions solicit proposals for AmeriCorps funding.

FTE (full-time equivalent) – In AmeriCorps, a full time member is an individual who is expected to serve a minimum of 1,700 hours over a 9-12 month period.

Learn and Serve America – Service-learning programs that are designed to enrich academic learning and promote growth in participants while meeting community needs. There are two categories of Learn and Serve America programs: K-12 and Higher Education. Learn and Serve America: K-12 has two main components: *school-based*, which includes formula allotment grants to State Education Agencies, and *community-based*, which are distributed on a competitive basis to state commissions, grant-making entities, and other qualified organizations. (See *service-learning*.)

Living Allowance – AmeriCorps members receive a modest living allowance during their term of service. This is a benefit in addition to the education award available to members who successfully complete their term of service (See *stipend*).

Matching Funds – State commissions themselves, as well as the programs they fund, are required to meet certain specified match requirements as a condition for receipt of federal funding. For every dollar of federal funds, there is a designated percentage of in-kind funds that the state commission or other organizations must provide.

Members – Participants in AmeriCorps (including AmeriCorps*NCCC, AmeriCorps*VISTA, AmeriCorps*Tribal, AmeriCorps*TCCC, AmeriCorps*State and National Direct programs) are referred to as members – not volunteers.

Mission Statement – A mission statement expresses the program's vision with regard to national service and indicates the ultimate impacts to be achieved. A program's annual objectives are derived from the program's mission statement.

National and Community Service Trust Act of 1993 – The National and Community Service Trust Act of 1993 created AmeriCorps and CNCS. The act authorizes appropriations for AmeriCorps*State and National, AmeriCorps*NCCC, Learn and Serve America, the National Service Trust. The 1993 legislation amended the National and Community Service Act of 1990.

National Competitive Funding – An annual pool of funds against which state commissions may compete to fund additional AmeriCorps programs in their states.

National Directs (AmeriCorps*National) – AmeriCorps programs funded directly by CNCS through multi-state non-profit organizations.

National Service – Results-oriented service by an individual or group of individuals that helps meet the nation's needs in the areas of education, homeland security, public safety, the

environment, and other human needs.

NCCC – See AmeriCorps*NCCC.

Participant – The generic term used to describe any individual enrolled in a program funded by CNCS, as opposed to the more specific term “member,” which refers to individuals enrolled in an AmeriCorps program.

Program – A coordinated group of activities linked by common elements such as recruitment, selection, and training of participants and staff; regular group activities; assignment to projects organized for the purpose of achieving the mission and goals of national service; and carried out with the assistance provided under the National and Community Service Trust Act of 1993.

Request for Grant Applications (RFGA) – A term which some states or organizations use to describe the document used to solicit proposals from other organizations. Others may call such documents a request for proposals or bid. State commissions will use RFGAs for AmeriCorps programs from non-profit organizations (both secular and faith-based), local governments, higher education institutions, Indian Tribes, and state agencies.

Senior Corps - Senior Corps is a network of programs that tap the experience, skills, and talents of older citizens to meet community challenges. Through its three programs – Foster Grandparents, Senior Companions, and RSVP (the Retired and Senior Volunteer Program) – more than half a million Americans age 55 and over assist local nonprofits, public agencies, and faith-based organizations in carrying out the Senior Corps mission.

Service-Learning – A method by which students improve academic learning and develop personal skills through structured service projects that meet community needs. Service-learning builds upon students’ service activities by providing them with opportunities to learn by preparing, leading, and reflecting upon their service experiences. (*See Learn and Serve America.*)

State Commission – A 15-25 member, independent, bipartisan body appointed by a Governor to implement service programs. Duties of a State Commission include development of a comprehensive Unified State Plan for service and volunteerism in the state; submission of the state’s application to CNCS for AmeriCorps and community-based Learn and Serve funding; administration of the competition for AmeriCorps*State programs; oversight and monitoring of funded AmeriCorps and community-based Learn and Serve programs, and reporting accomplishments to CNCS.

Stipend – A cash benefit that is an alternative to the education award – an option only for AmeriCorps*VISTA members. The term is not synonymous with living allowance. (*See living allowance.*)

Other Useful Terms

Audit – To examine with intent to verify, usually regarding financial accounts.

Community-based Organization (CBO) – Any private non-profit organization (including a church or other faith-based organization) that is representative of a community or a significant segment of a community; and is engaged in meeting, human, environmental, homeland security, or public safety community needs.

Fiscal Year – A period of 12 months during which a particular budget is to be accounted for and spent. The federal government year begins on October 1 and ends on September 30. Another commonly used period is the state government year of July 1 to June 30.

In-kind – Contributions and donations made in services and projects, not cash.

National – Applies to a person residing away from the nation of which he or she is a citizen, or to a person under the protection of a specified nation.

Partnership – Two or more entities that have entered into an agreement specifying the goals and activities of the relationship as well as the responsibilities, goals, and activities of each partner.

Attachment C

AMERICORPS OVERVIEW

1. **The Corporation for National and Community Service (CNCS):** The Corporation for National and Community Service was established in 1993 to bring together existing national service programs and a new service initiative to engage Americans of all ages and backgrounds in community-based service. CNCS supports a range of national and community service programs, providing opportunities for participants to serve full-time and part-time, with or without a living allowance, as individuals or as a part of a team. AmeriCorps engages thousands of Americans on a full or part-time basis to help communities address their toughest challenges while earning support for college, graduate school or job training.
2. **The State Commission:** The State Commission was established to administer service programs in the state and to promote citizenship and service throughout the state. Local organizations and agencies apply through their state commissions for AmeriCorps grants.
3. **The AmeriCorps Programs:** AmeriCorps programs provide full and part-time opportunities for participants, called “members,” to provide service to their communities through community organizations and agencies. AmeriCorps joins a long tradition of programs encouraging and rewarding service — programs like the Civilian Community Corps and the Peace Corps. Unlike past federal initiatives, AmeriCorps is locally driven and community-based, but like them it has a specific mission.

Over 250,000 people have served in AmeriCorps programs since it was founded. AmeriCorps provides trained, dedicated people to help nonprofits accomplish more and make more effective use of volunteers. President Bush has asked AmeriCorps to expand its work in public safety, public health, and disaster relief to assist in homeland security. The President has also proposed expanding AmeriCorps as part of his USA Freedom Corps initiative.

Programs under the AmeriCorps umbrella include: AmeriCorps*State, AmeriCorps*National Direct, AmeriCorps*VISTA, AmeriCorps*NCCC, AmeriCorps*Tribal and AmeriCorps*TCCC.

Attachment D

National and Community Service and Faith-Based Organizations Answers to Frequently-Asked Questions by the Office of the General Counsel

1. Are faith-based organizations eligible to receive Corporation grants and sponsor national service programs?

Yes. Under the national service legislation, private nonprofit organizations -- both secular and faith-based -- are eligible to receive grants and sponsor national service programs. In fact, the National and Community Service Act explicitly defines a private nonprofit organization to include "a church or religious entity." However, federal funds may not be set aside solely for faith-based organizations.

2. May a church or other faith-based organization serve as a Senior Corps sponsor or volunteer station under the Domestic Volunteer Service Act?

Yes. Churches or other faith-based organizations may serve as Senior Corps sponsors or volunteer stations on the same basis, and to the same extent, as secular organizations.

3. Does a faith-based organization have to remove religious symbols or take other steps to ensure a non-religious "environment" in the location where it is sponsoring national service programs?

No. Faith-based organizations receiving a grant from the Corporation do not lose their right to display religious symbols or otherwise express their religious character, as long as the organizations do not engage in inherently religious activities (religious worship, religious instruction, or religious proselytization during the Corporation-funded program.

4. What prevents Corporation assistance to faith-based organizations from advancing religion in violation of the Establishment Clause?

There is a distinction between inherently religious practices by a faith-based organization, which the government may not fund, and national service activities by participants that take place at the sponsoring organization. Corporation assistance may not be used for religious instruction, religious worship, or religious proselytization. This restriction on inherently religious activities applies only to the national service project and does not apply to voluntary activities undertaken on an individual's own time. In addition, national service programs must be open to participants regardless of their religion.

5. What restrictions apply to national service participants serving with faith-based organizations?

National service participants may not engage in inherently religious activities such as giving religious instruction, conducting worship services/prayer, or religious proselytizing.

6. How do these rules apply to the hiring practices of faith-based organizations?

Under the national service legislation, an organization may not discriminate on the basis of religion in hiring an employee who is paid with Corporation funds to work on a national service project. However, this provision does not apply to staff members who are supported by matching or other non-Corporation funds. It also does not apply to staff members who, although supported by Corporation grant funds, were employed with the faith-based

organization prior to the grant award. [Any faith-based applicant or grantee organization who believes that this provision substantially burdens its free exercise of religion should contact the Corporation.]

7. Would the fact that our organization's mission statement includes a reference to Jesus Christ affect our eligibility to sponsor or host an individual serving in a Corporation supported program?

No; the key issue is whether your proposed service activities are appropriate for a participant engaged in Corporation-supported activities; your mission statement is not relevant to that issue.

8. If our mission statement includes a reference to Jesus Christ, may we make adherence to or concurrence with, our mission statement a condition for acceptance of our members? No, because that would constitute a religious qualification on participants and exclude non-Christians from your program on the basis of religion.

9. But what about the rights of religious organizations to consider religion in hiring staff?

While you may be permitted to consider religion in hiring individuals as staff for your organization, under the national service legislation, participants in Corporation-supported programs are not considered employees of the organizations through which they serve. In fact, participation in Corporation-supported programs must be open to individuals regardless of religion.

10. What are some other things that might constitute impermissible religious qualifications on participants?

Impermissible religious qualifications might include:

- ☐ Requiring participants to belong to a particular religious group or adhere to a particular religious belief;
- ☐ Requiring a letter of reference from a clergy member or other religious leader;
- ☐ Requiring a background of service in a faith-based setting.

11. Are we prohibited from asking about a person's religious background?

Because an individual's religious affiliation or beliefs are not appropriate criteria for screening potential participants, you should not require this information as part of your screening process. You may, however, invite individuals to provide references from a wide range of sources, including religious leaders. And you may ask them to describe their backgrounds in service, including service with faith-based organizations.

12. If we can't ask about a participant's religious beliefs, how can we make sure the participant will not undermine our program?

You may enforce a code of conduct or develop a position description that includes requirements that will ensure the integrity of your program. For example, you may make it a requirement that participants treat your program's clients with honesty, respect, and compassion, or you may adopt a dress code that requires professional attire. In other words, as long as you avoid religious qualifications you have discretion to design your program in a

way that meets your objectives.

13. Can we identify ourselves as a faith-based organization and ask potential participants if they have any reservations about serving with us?

Yes, you may ask potential participants if they would have any problem serving with your agency based on your identity as a faith-based organization.

14. Can we focus our participant recruitment in the community in which our program is located?

Yes, you may actively seek participants members from the community in which your program is located.

15. May participants engage in religious activities on their own time?

Yes, the requirement that Corporation-supported service not include religious instruction, religious worship, or religious proselytization does not restrict what individuals may do on their own time. However, it is important to document that service sponsored by the Corporation complies with these and other restrictions on permitted service activities.

Last Updated: 8/11/2005

Attachment E

All-Inclusive Diversity: Federal, State, Non-Profit, Private

Section 504 of the Rehabilitation Act of 1973 is a national law that protects *qualified* individuals from discrimination based on their disability. The nondiscrimination requirements of the law apply to employers and organizations that receive financial assistance from any Federal department or agency, including assistance from the Corporation for National and Community Service (CNCS).

Section 504 forbids organizations and employers from excluding or denying individuals with disabilities an equal opportunity to receive program benefits and services. It defines the rights of individuals with disabilities to participate in, and have access to, program benefits and services.

For broader protections, the Americans with Disabilities Act of 1990 (ADA) prohibits discrimination on the basis of disability in employment, State and local government, public accommodations, commercial facilities, transportation, and telecommunications. It also applies to the United States Congress.

Recipients of grants from the CNCS are generally familiar with the Rehabilitation Act of 1973 and Section 504 of that law, which prohibits recipients of federal funds from discriminating on the basis of disability. In particular, the law mandates that persons with various disabilities shall have access to any program or service that receives federal funds, e.g. projects and grants supported by CNCS grantees. However, a later law, the ADA, extends accessibility provisions to the private sector in an effort to guarantee persons with disabilities the right to enter the economic and cultural mainstream open to other Americans.

The ADA is more sweeping than Section 504. It goes well beyond federally funded organizations to encompass private sector entities that serve the public including groups that do not receive federal support, such as retail businesses, movie theaters and restaurants. Like Section 504 regulations, the ADA's definition of a disabled person extends beyond those who have visual, hearing, mobility and learning impairments to include individuals with AIDS or who are infected with HIV, the AIDS virus. This Act prohibits discrimination on the basis of disability in employment (Title I), state and local government services (Title II) and places of public accommodation and commercial facilities (Title III). The ADA extends those requirements of Section 504 to all activities of state and local governments, under Title II, and under Title III, to "places of public accommodation" operated by private entities, including places of "public display or collection" such as museums or libraries. Groups operated by State or local governments, therefore, are covered by Title II of the ADA, while those operated by private entities are covered by Title III. Organizations operated by Federal executive agencies are not affected by the ADA, but are covered by the requirements of Section 504 for federally conducted programs and activities.

Both the ADA and Section 504 regulations define an individual with a disability as any person who has a physical or mental disability that substantially limits one or more major life activities; has a record of such impairment; or is regarded as having such impairment. Major life activities include walking, talking, hearing, seeing, breathing, learning, performing manual tasks, and caring for oneself. Both laws apply to individuals who have a history of such impairments as well as those who are perceived as having such impairment.

A person who meets the above definition, and who is otherwise qualified for the program, service or activity, is covered under federal law. To be otherwise qualified means the individual meets the essential qualifications of the service position.

Project activities must be accessible to individuals with disabilities, and project materials must be

available in alternative formats. Applicants must describe how accommodations for individuals with disabilities will be developed and implemented.

Potential employers must provide reasonable accommodations to qualified individuals with disabilities so that employees with disabilities can enjoy the benefits and privileges of employment equal to those enjoyed by similarly situated employees without disabilities. It requires employers to provide reasonable accommodation for known physical or mental limitations of qualified employees and applicants, unless to do so would cause undue hardship or a fundamental alteration to the program. The law ensures equal access to programs, activities, and facilities to people with disabilities.

Grant Recipients' Responsibilities:

- Take steps to ensure effective and accessible communication with potential and existing applicants.
- Take steps to ensure that activities, including position announcements, recruitment, interviews, selection, assignments, promotions and dismissals, do not discriminate on the basis of disability, are in accessible locations and available in accessible formats.
- Provide reasonable accommodations that may be necessary for a QUALIFIED INDIVIDUAL with a disability to use or participate in the program, service or activity; unless the recipient can demonstrate that the accommodation will result in an undue financial and administrative burden or a fundamental alteration in the nature of the program, service or activity.

A reasonable accommodation is an adaptation or modification to a policy, program, service, or workplace which will allow a qualified person with a disability to participate fully in a program, take advantage of a service, or perform a job. Reasonable accommodations may include, but are not limited to, adjustments or modifications to buildings, facilities, dwellings, and may also include provision of auxiliary aids, such as readers, interpreters, and materials in accessible formats.

The reasonable accommodation analysis is performed on a case-by-case basis and requires extensive collaboration with managers, team leaders, human resource leaders, and/or disability specialists. Serious consideration is given to the medical limitations affecting the applicant, the essential duties and requirements of the job, the financial and administrative burden upon the program, and the program requirements.

- Conduct assessments of programs, services, and activities to determine if they are programmatically and physically accessible to persons with disabilities, and involve persons with disabilities in these evaluations.
- Maintain records and reports of efforts to meet federal disability requirements, and keep these records on file so that they are available if a complaint is filed; ensure the utmost confidentiality of all medical records as those records pertain to individuals with disabilities.

All programs receiving funds from the CNCS must comply with federal laws that guarantee equal access and prohibit discrimination. Mere compliance does not necessarily ensure the full and meaningful participation of QUALIFIED INDIVIDUALS with disabilities in national and community service -- an inclusive service environment does.

An inclusive service environment is more than ensuring an accessible building, providing a sign language interpreter or creating large print documents. It is more than refraining from illegal interview questions or

violating confidentiality. Rather, an inclusive service environment welcomes all people, regardless of their disability. It recognizes and uses their skills and strengthens their abilities. An inclusive service environment is respectful, supportive, and equalizing. An inclusive service environment reaches out to and includes individuals with disabilities at all levels, from first time participants to board members.

Additional activities to ensure Inclusive Service Environments may include:

1. Recruiting QUALIFIED persons with disabilities as part of your overall recruitment process;
2. Conducting specific outreach activities with communities of QUALIFIED persons with disabilities and organizations that serve these communities;
3. Using valued terms and "person-first" language in all communications;
4. Recruiting QUALIFIED leaders with disabilities in your community to assist in evaluation efforts;
5. Conducting service activities in conjunction with disability organizations;
6. Integrating disability inclusion training regularly with all staff and member orientation and training.

Attachment F

WHAT YOU SHOULD KNOW ABOUT DESIGNING AN AMERICORPS PROGRAM

Your program should provide opportunities for your community to define and solve its problems. Successful applicants are able to demonstrate that their program or the service offered builds the capacity of nonprofit organizations to meet community needs and provides a benefit that the community values.

Through the Corporation for National and Community Service (CNCS), AmeriCorps provides a variety of specific and identifiable services to communities. For example, your program may use AmeriCorps members to organize volunteers to renovate low-income housing or build a playground in a vacant lot. You may engage members in human service projects such as tutoring or mentoring and recruit local volunteers to do so. Members may clean up streams or restore urban parks along side community residents. AmeriCorps members may help recruit, support, and manage community volunteers who support homeland security. Members may perform a wide variety of activities to enhance the capacity of the nonprofit organization in which they serve to meet community needs, including raising funds for approved projects, conducting research to maximize the impact of the organization, and providing support to staff in carrying out critical functions.

We will assess your program on the substance of what you propose to do. You need to demonstrate the relationship of the proposed activity with AmeriCorps members to the objectives you hope to accomplish.

Needs and Service Activities

In meeting local community needs, AmeriCorps continues to support a wide variety of activities in the issue areas of education, environment, public safety, and other human needs. As discussed in more detail below, homeland security has been added as a fifth AmeriCorps issue area. Also discussed below are new expectations for literacy and tutoring programs that operate using AmeriCorps members.

We continue to make children and youth a priority that cuts across our programs and activities.

AmeriCorps programs provide a variety of specific and identifiable services that address community needs. In the past, performing direct service activities such as tutoring children, building houses, or delivering meals to homebound seniors has been the primary focus of AmeriCorps members' service. However, AmeriCorps is now increasing its emphasis on capacity-building activities such as volunteer recruitment and management, which also play an important role in addressing community needs and ensuring the sustainability of activities that AmeriCorps supports. Direct service and capacity-building activities are both integral strategies for effective national service programs.

Literacy and Tutoring Programs

The National Reading Panel, which issued its report in 2000, noted:

“...too many children struggle with learning to read. As many teachers and parents will attest, reading failure has enacted a tremendous long-term consequence for children’s developing self-confidence and motivation to learn, as well as for their later school performance.”

“While there are no easy answers or quick solutions for optimizing reading achievement, an extensive knowledge base now exists to show us the skills children must learn in order to read well. These skills provide the basis for sound curriculum decisions and instructional approaches that can help prevent the predictable consequences of early reading failure.”

President Bush has made child literacy a national priority. He proposed, and signed into law, a comprehensive, bipartisan plan, known as the No Child Left Behind Act, to improve overall student performance in the Nation’s schools. One key element of this plan is to support reading instruction built upon research-based methods that work to ensure that every child in public schools reads at or above grade level by third grade.

Consistent with this national priority, a significant percentage of national and community service programs designed by local communities assist children in learning to read.

In 2003, successful applicants conducting tutoring programs will be those that demonstrate that their activities occur in sites that incorporate scientifically-based approaches¹ to reading. Specifically, successful applicants proposing tutoring activities will address the following:

1. **Curricula**

Your application should describe curricula and tutoring strategies that are *scientifically-based* and include the five components of reading and reading instruction identified by the *National Reading Panel* **OR** demonstrate that the activities you conduct are part of a program in a school under the No Child Left Behind Act that provides individuals with systematic instruction and practice in the five basic reading components.

2. **Tutor training**

Tutor training should take place both before and during service and give tutors the skills and knowledge to support students’ learning of the specific components of reading addressed in the report of the National Reading Panel.

Your application should show how these reading components are incorporated into tutor training. Programs may also, where appropriate, demonstrate school site participation in training design and implementation and/or evidence of linkages between the instructional program of the tutee’s school district and content of tutoring sessions conducted after

¹ For information about the five basic reading components, scientifically-based reading instruction, and the National Reading Panel, see <http://www.ed.gov/offices/OESE/readingfirst/publications.html> and <http://www.nwrel.org/learns>.

school.

3. Outcomes

Your application should identify student achievement goals and show links between program objectives, tutoring activities, tutor training, and proposed strategies for achieving these goals. Applicants should address the approach they will use to measure outcomes.

4. Standards for Tutors

Your program should identify any standards that you propose to use to qualify individuals as tutors. For example, some programs may screen individuals through a qualifications test; others may require enrollment in, or completion of, a reading course. Still others may require demonstration of certain academic skills, such as completing at least two years of college. During the coming year, CNCS plans to work with organizations and programs to set standards for tutors.

CNCS will work with successful applicants to provide training and support to achieve effective tutoring programs and to maximize their impact on the individuals being served.

As you develop your application, we encourage you to examine information about best practices provided at <http://www.ed.gov> and <http://www.nwrel.org/learns>.

CNCS recognizes that there are a wide variety of literacy activities being conducted by AmeriCorps programs, ranging from book drives to one-to-one tutoring programs. The above expectations apply only to those applicants engaged in tutoring or reading instruction in schools and related institutions such as nonprofit organizations running after-school programs.

Homeland Security

In a speech at the Centers for Disease Control in November 2001, President Bush specifically charged CNCS with “creating new opportunities within the AmeriCorps and Senior Corps programs for public safety and public health efforts.” This charge reflects the long experience of national service programs in responding to natural disasters, working in public health, or helping to ensure public safety—all skills that are directly relevant to securing communities in the face of terrorist threats.

For 2003, CNCS has designated homeland security as a major issue area on par with the environment, education, public safety, and other human needs for which you may apply for funding. We define homeland security as appropriately engaging citizens and communities in preparedness and response to acts of terrorism and other disasters. Homeland security includes programs that support public safety, public health, or disaster preparedness and relief.

How do homeland security programs differ from other AmeriCorps public safety, public health, and disaster preparedness and relief programs? While many of the day-to-day activities may be similar, homeland security programs also focus on preparing communities to be able to prevent, mitigate, prepare for, and respond to acts of terrorism or other disasters that breach the security and safety of their citizens. Applications submitted under this issue area should

include evidence of organizing, training, and preparing people for homeland security disasters or

emergencies.

The best defense is a strongly interconnected community that is able to handle a disaster or an act of terrorism. Therefore, we encourage you to partner with as many organizations and groups as possible within your community, including your Citizen Corps Council. Where such councils may not formally exist, consider partnering with organizations performing similar functions such as the local VOAD (Voluntary Organizations Active in Disaster) or other organizations that have experience in preparing for or responding to disasters or major emergencies such as the local, county, or state emergency management offices, fire, or police departments.

Examples of homeland security include programs that:

- mobilize volunteers to assist first responders such as police departments, fire departments, and other agencies involved in public security;
- provide support for professional or volunteer fire departments, including a range of administrative duties, fire prevention and outreach, public education, and emergency response;
- organize, conduct, and support community-based immunization programs related to bio-terrorism public health concerns;
- develop materials, identify resources, and educate the public to build awareness of and readiness for both natural disasters and intentional criminal/terrorist attacks;
- provide immediate support to relief agencies responding to a disaster. Services may include relief of rescue workers, search and rescue, first aid, coordination of emergency supplies, and establishment of communication links for relief workers;
- organize communities to identify and respond to crime through existing community organizations, law enforcement, schools, institutions of higher education, and the business community. Such programs may conduct needs assessments and identify resources to support improvements, such as the creation of Neighborhood Watch programs; and
- support long-term recovery efforts associated with the impact of disasters while providing periodic training for preparedness and response to homeland security emergencies.

The above serve as a small number of examples. Local communities are in the best position to determine appropriate strategies for integrating service and volunteering into homeland security efforts. For more information about Citizen Corps, visit its website at: www.citizencorps.gov. If you wish to see descriptions of homeland security programs CNCS approved for funding in 2002, you may find them on our website: www.nationalservice.org.

Developing AmeriCorps Members

Through AmeriCorps, members develop additional skills, gain valuable experience, and receive education awards that they can use to repay qualified school loans or for future education. To help ensure that members are prepared for and benefit from their service, applicants are required to include plans for member recruitment and training in their applications. You should address elements such as civics training, skills training related to performing service activities, leadership opportunities, and other training necessary for a program to have a positive impact on members. Much of the training is typically achieved through use of service-learning principles. Further, we anticipate that the training will reflect the unique nature of your program

and be appropriate for the age, skill level, and other differences in the backgrounds of the members.

By the end of their term of service, AmeriCorps members should:

- understand and be able to participate effectively in American democracy;
- discuss and explore their community and the people, processes, and institutions most effective in improving community conditions;
- help plan effective service projects that respond to real community needs and emergencies;
- foster within themselves and others positive attitudes regarding the value of lifelong citizenship and service for the common good;
- have new or increased existing life and/or employment skills; and
- gain a greater appreciation and understanding of what it means to be an American, including an appreciation and understanding of those of different backgrounds.

Sub-grantees are responsible for recruiting members. The Corporation for National and Community Service (CNCS) has developed and implemented an on-line recruitment system to assist grantees. You are required to supplement your recruitment efforts by using this nationwide on-line recruitment system so as to maximize opportunities for Americans who want to participate in national and community service.

CNCS has recently developed new plans for expanding training resources available to programs, and we anticipate implementing this strategy over the next several years. Check our website at www.nationalservice.org for the latest information. The following elaborates on key elements of member development.

Citizenship

The National and Community Service Act of 1990, as amended, has as one of its basic purposes to “renew the ethic of civic responsibility and the spirit of community throughout the United States.” By serving their communities in AmeriCorps, individual members are demonstrating a critical component of citizenship recognized by President Bush in recent remarks proclaiming September 17 as Citizenship Day: “Citizenship not only involves a commitment to our Nation but also to our neighbors and those in need.”

Last year CNCS, in partnership with a number of programs across the country, tested the impact of two curricula. The two sets of curricula were:

- *By the People*, developed by the Center for Democracy and Citizenship at the Humphrey Institute of Public Affairs at the University of Minnesota. *By the People* was designed to introduce AmeriCorps members and staff to a set of civic concepts that give a broader context to service and also a set of civic skills to help members serve more effectively.
- *A Guide to Effective Citizenship Through National Service*, developed by the Constitutional Rights Foundation. By linking citizenship to the mission of AmeriCorps, the *Guide* helps members develop the connections between their sense of themselves and

their value to the community. The *Guide* provides tools for integrating active citizenship into the AmeriCorps experience through interactive sessions.

During the coming year we will modify these curricula, test them further, and disseminate materials as part of the enriched civics training program mentioned above. As part of this program, we will distribute, to every AmeriCorps member, a selection of basic documents, such as the Declaration of Independence and the Constitution, which set out our democratic principles and invite us to reflect on who we are as a nation and why service is vital to our communities and to our nation. We expect that programs will incorporate these and other documents in the training and service experiences provided for members. Please check our website at www.nationalservice.org for the latest information concerning the availability of these materials. As we develop an enhanced civics training program for programs to adopt or adapt, AmeriCorps programs will continue to have flexibility to determine the specific methods and materials to be used to conduct civics training.

Training Related to your Service Activities

Successful applicants will ensure training is provided for the activities that members will conduct. For example, recruiting and managing volunteers requires certain skills that need to be developed. An individual raising funds for a particular project should have access to others with demonstrated skills in these areas. Whether your activities involve tutoring children in reading, housing provision and improvement, or neighborhood/ community enhancement, members need to learn the basic skills and technical information associated with good practice before they perform service.

Leadership Opportunities

We encourage programs to build member leadership capacity by providing opportunities for members to coordinate activities, recruit volunteers, and serve in team leader capacities in their programs. CNCS also provides materials and support to help you structure such leadership opportunities. You may address leadership opportunities in the member development section of the application. Please note, however, that you may not assign members as the legal supervisors of other members.

Supervision, Training, and Education

The experiences of local programs across the country verify that successful member development depends upon proper supervision, training, and education. Successful applicants will be those that provide members with the supervision, training, skills, and knowledge they need to perform their tasks. Successful applicants will also give members the background information they need on the community in which they are serving and help them understand the community's need for a specific service or project. You may also provide specific training in a particular field to your members if appropriate. This includes training and education that allows members to explore career possibilities in areas such as child development, teaching, public health, or public safety. Where appropriate, we encourage you to train members in conflict resolution and communication skills. Your program is required to have a qualified supervisor to provide members with regular and adequate oversight.

Support Services

Our legislation requires that you support members who are school dropouts in earning the equivalent of a high school diploma. We encourage you to provide all members who are

completing a term of service with information about education and career opportunities.

Diversity

Your program builds strong communities when it engages members and staff from different backgrounds in common service. You should actively seek to include members and staff from the communities where your project operates, as well as men and women of various faiths, races, ethnicities, education levels, socio-economic backgrounds, and physical and mental abilities. In assessing whether your program meets this criterion, we will take into account that your program objectives might require you to recruit members and staff who share a specific characteristic or background. Please note, however, that your program cannot violate the non-discrimination, non-duplication, and non-displacement rules that govern member and staff selection.

Disaster/Emergency Preparedness

AmeriCorps members as a group are one of the country's largest service providers. In times of national disaster or local emergencies, this resource can be collectively mobilized to provide critical support to local communities. As a result, we encourage you to train members, where appropriate, in disaster/emergency preparedness and cardiopulmonary resuscitation (CPR).

CITIZENSHIP GOALS FOR AMERICORPS MEMBERS

A successful applicant will provide training and use the service experience to help members acquire the knowledge, skills, and attitudes needed to be active citizens of communities--local, state, and national. This primarily means enhancing members' understanding of how our democracy works and the value of their playing an active role in it.

Citizenship goals for AmeriCorps programs to consider adopting for their members are to:

- foster within themselves and among their team members positive attitudes regarding the value of lifelong citizenship and service for the common good;
- discuss and explore their community and the people, processes, and institutions that are most effective in improving community conditions;
- enhance their ability to plan effective service projects that respond to real community needs; and
- develop the social, cultural and analytical skills necessary to effectively participate in American democracy.

In achieving these goals, programs could assist AmeriCorps members in attaining the following educational outcomes:

Knowledge

Members will:

- recognize the variety of characteristics and actions of effective, participating citizens;
- identify and describe the community in which they live;
- understand and be capable of explaining the role and importance of the voluntary sector in our nation;
- understand and be capable of explaining how the principles set out in the Declaration of Independence, and the Preamble to the Constitution, are related to the voluntary sector;

- identify, define, and describe local problems and their connection to problems on the state and national levels; and
- discuss and explore the variety of ways an individual can help solve community problems.

Skills

Members will:

- process and evaluate information for objectivity, accuracy, and point of view;
- apply information to effective efforts to help solve social problems;
- assess the consequences of and appropriate context for personal action;
- further develop and use critical-thinking skills and ethical reasoning to make informed and responsible decisions;
- further develop and use verbal and written communication skills to convey ideas, facts and opinions in an effective and reasonable manner;
- work cooperatively with others and develop effective teambuilding practices;
- effectively advocate individual and shared interests; and
- assess and apply their AmeriCorps experiences for future educational or professional development.

Attitudes

Members will:

- respect what we have in common as Americans;
- recognize and respect the different backgrounds of Americans;
- develop a sense of personal efficacy;
- understand that rights and freedoms require accepting civic responsibilities; and
- foster within themselves the value of service, the importance of continued involvement in the community, and attachment to the principles of freedom and equality on which our nation rests.

Attachment G

Performance Measure Guidance (Phase Two)

If the applicant is advanced to Phase Two the applicant will need to review 45 CFR §§ 2522.500–2522.650. The Performance Measure worksheet below is provided as a tool to help you think through the development of performance measures for the next round which may if granted will need to be assembled in eGrants. You may find the [Performance Measurement Toolkit](http://www.nationalserviceresources.org/star/ac-program-toolkit) on the Corporation’s web site useful in developing your performance measures (<http://www.nationalserviceresources.org/star/ac-program-toolkit>).

Worksheet (eGrants Performance Measures Section)

Please fill in the performance measure information for each section.
General Info
Performance Measurement Title:
Measure Category (choose one): Needs and Service Activities Participant Development Strengthening Communities
Service Category addressed by this Performance Measure Worksheet (see Attachment A, Service Categories):
Needs and Activities
Briefly describe the need to be addressed (1-3 sentences):
Briefly describe how you will achieve this result (1-3 sentences):
How many AmeriCorps members will be participating in this activity?
How many days per week (on average) will this activity occur?
How many hours per day (on average) will this activity occur?
When does this activity begin?
When does this activity end?
Results
The outputs and outcomes you intend to track for a particular activity:
Result Type
Outputs are counts of the amount of service members or volunteers have completed, but do not provide information on benefits to or other changes in the lives of members and/or beneficiaries.
Intermediate-outcomes specify changes that have occurred in the lives of members and/or beneficiaries, but are short of a significant benefit for them.
End-outcomes specify changes that have occurred in the lives of members and/or beneficiaries that are significant.
Result: Output
Result Statement:

1-2 sentences stating the expected result.
Indicator: A specific, measurable item of information that specifies progress toward achieving a result. Indicator:
Other Indicator:
Targets
Target Description:
(number) or % (percent):
Instruments: Specific tool to collect information (e.g. behavior checklist, tally sheet, attitude questionnaire, interview protocol).
Result: Intermediate Outcome
Result Statement: 1-2 sentences stating the expected result.
Indicator: A specific, measurable item of information that specifies progress toward achieving a result. Indicator:
Other Indicator:
Targets
Target Description:
(number) or % (percent):

Instruments: Specific tool to collect information (e.g. behavior checklist, tally sheet, attitude questionnaire, interview protocol).
Result: End Outcome
Result Statement: 1-2 sentences stating the expected result.
Indicator: A specific, measurable item of information that specifies progress toward achieving a result. Indicator:
Other Indicator:
Targets
Target Description:
(number) or % (percent):
Instruments: Specific tool to collect information (e.g. behavior checklist, tally sheet, attitude questionnaire, interview protocol).
Performance Measure Statement (summary)
Combine expected results and targets into a sentence:

Attachment H

Title 45: Public Welfare

PART 2520—GENERAL PROVISIONS: AMERICORPS SUBTITLE C PROGRAMS

§ 2520.65 What activities are prohibited in AmeriCorps subtitle C programs?

(a) While charging time to the AmeriCorps program, accumulating service or training hours, or otherwise performing activities supported by the AmeriCorps program or the Corporation, staff and members may not engage in the following activities:

- (1) Attempting to influence legislation;
 - (2) Organizing or engaging in protests, petitions, boycotts, or strikes;
 - (3) Assisting, promoting, or deterring union organizing;
 - (4) Impairing existing contracts for services or collective bargaining agreements;
 - (5) Engaging in partisan political activities, or other activities designed to influence the outcome of an election to any public office;
 - (6) Participating in, or endorsing, events or activities that are likely to include advocacy for or against political parties, political platforms, political candidates, proposed legislation, or elected officials;
 - (7) Engaging in religious instruction, conducting worship services, providing instruction as part of a program that includes mandatory religious instruction or worship, constructing or operating facilities devoted to religious instruction or worship, maintaining facilities primarily or inherently devoted to religious instruction or worship, or engaging in any form of religious proselytization;
 - (8) Providing a direct benefit to—
 - (i) A business organized for profit;
 - (ii) A labor union;
 - (iii) A partisan political organization;
 - (iv) A nonprofit organization that fails to comply with the restrictions contained in section 501(c)(3) of the Internal Revenue Code of 1986 except that nothing in this section shall be construed to prevent participants from engaging in advocacy activities undertaken at their own initiative; and
 - (v) An organization engaged in the religious activities described in paragraph (g) of this section, unless Corporation assistance is not used to support those religious activities; and
 - (9) Such other activities as the Corporation may prohibit.
- (b) Individuals may exercise their rights as private citizens and may participate in the activities listed above on their initiative, on non-AmeriCorps time, and using non-Corporation funds. Individuals should not wear the AmeriCorps logo while doing so.

END OF SOLICITATION
AC-VSG-09-0273-00